

Job Description - Gender Lead

Position Overview

The Gender Lead will provide technical leadership, coordination, and programmatic expertise to advance gender equality, social inclusion, and women's leadership across the initiatives of the Ethiopian Women in Energy Association (EWiEn). The role oversees institutional gender coordination, including managing the Secretariat of the Gender and Energy Technical Working Group (GE-TWG) and ensures that all project components, advocacy, and research are gender-transformative, evidence-based, and aligned with national priorities and donor requirements.

Key Responsibilities

1. Strategic Gender Coordination & Secretariat Management

- Lead and manage the operational and technical functions of the Gender and Energy Technical Working Group (GE-TWG) Secretariat in close collaboration with the Ministry of Water and Energy (MoWE).
- Plan, organise, and facilitate working group meetings; set agendas; document proceedings; and track progress on agreed institutional action points.
- Facilitate continuous communication, joint learning, and knowledge exchange among TWG member organisations and sector partners.

2. Proposal Design & Program Development

- Lead and support the design, writing, and submission of technical project proposals, concept notes, and grant applications targeting international donors, climate funds, and development partners.
- Translate sector research, gender gaps, and policy needs into actionable, competitive, and gender-transformative project interventions.

3. Technical Documentation & Knowledge Products

- Develop evidence-based gender briefs, policy notes, analytical reports, and guidelines to inform energy policy dialogue and capacity-building programs.
- Lead the gender-transformative review of institutional frameworks, research outputs, and assessment tools, including studies on Women and Youth Forums.
- Prepare high-quality technical inputs, gender perspectives, and case studies for workshops, donor reports, and organisational publications.

4. Project Support & Monitoring

- Provide gender technical oversight of pilot initiatives, including Productive Use of Energy (PUE) models, mini-grid assessments, and women's livelihood frameworks.
- Support the structured mentorship program and university student clubs by embedding leadership and gender equity modules.
- Identify, document, and scale best practices and lessons learned regarding gender-responsive energy interventions.

5. Stakeholder Engagement & Coordination

- Liaise with key public institutions, including MoWE, EEU, EEP, and PEA, as well as development partners (GIZ, GEF, etc.) and civil society actors to promote gender equality.
- Represent EWiEn in technical discussions, multi-stakeholder consultations, and sector platforms focused on gender mainstreaming and the energy transition.

6. Miscellaneous Duties

- Perform other duties assigned by the supervisor in support of organisational goals and project objectives.
- Provide cross-cutting gender technical support to EWiEn's broader research, policy, and energy access projects.

Reporting Line: Programme Coordinator.

Performance Indicators

- Success and quality in designing, writing, and contributing to project proposals and concept notes.
- Quality, technical rigour, and timeliness of GE-TWG Secretariat deliverables and action-tracking logs.
- Effective integration of gender-responsive perspectives across all project components and research outputs.
- Timely delivery of MEL gender indicator reporting and project milestone outputs.

How to Apply

Interested candidates should submit their CV and a simple one-page cover letter to career@ewien.org with the subject line: "Gender Lead Application".