

## Vacancy Notice

### GWNET Office Manager & Executive Assistant

GWNET is seeking an outstanding individual to strengthen its Secretariat. GWNET empowers women in energy through interdisciplinary networking, advocacy, training, coaching and mentoring. GWNET seeks to address the current gender imbalances in the energy sector and to promote gender sensitive action around the energy transition, in both industrialised and emerging economies. Further information: [www.globalwomennet.org](http://www.globalwomennet.org)

#### Responsibilities

- **Office management:** ensure smooth running of the GWNET office, manage suppliers
- **Membership relations:** interact with GWNET members, manage GWNET expert database
- **Event organisation:** organise GWNET events incl. mentoring programme study tours
- **GWNET website and newsletter:** update GWNET website, coordinate data collection for GWNET newsletter
- **Executive assistance:** support GWNET's Executive Director in association management, drafting of proposals, organisation of meetings and research tasks

#### Requirements

- **Academic degree** (masters or equivalent) in economics, business, political science, engineering, communications or other related field;
- Minimum **3 years** relevant professional **experience** (energy, environment and/or development, gender) out of which minimum **2 years** international experience;
- Proven experience **of working in English**; knowledge of German would be a valuable asset
- Excellent level of **computer literacy**, including the use of computer databases
- Ability to **work independently** as part of an international team, with lots of remote interactions

The vacancy is conceived as one full-time or two half-time positions. Qualified applicants are encouraged to send CV/resume and cover letter by e-mail no later than 20 March 2019 to [info@globalwomennet.org](mailto:info@globalwomennet.org) and mention "GWNET Office Manager & Executive Assistant" in the e-mail header. The successful candidate(s) will start as soon as possible in the GWNET Secretariat based in Brixlegg or Vienna.

Applications from suitably qualified women are particularly welcome.