

Vacancy Notice GWNET Project Manager

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

Responsibilities

- **Project management:** manage GWNET's various projects in close collaboration with GWNET's Executive Director, draft reports, develop event programmes etc.
- **Research:** undertake qualitative and quantitative analysis of energy sector and gender issues and support the development of GWNET's newsletter and other publications
- **GWNET Mentoring programmes:** manage programme implementation, ensure regular communication with GWNET mentees and mentors
- **Membership:** interact with GWNET members and strategic partners, promote GWNET's expert database
- **Events:** support the organisation of GWNET events, participate in GWNET partner events

Requirements

- **Academic degree** (masters or equivalent) in economics, business, political science, engineering, communications or other related field;
- Minimum **5 years** relevant professional **experience** (energy, environment and/or development, gender) out of which minimum **3 years** international experience;
- Good **understanding** of a broad range of **energy-related issues**;
- Proven experience **drafting reports in English**; other languages are a valuable asset
- Excellent level of **computer literacy**, including the use of computer databases
- Ability to **work independently** as part of an international team

The job involves some international travel and 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 and mention "GWNET Project Manager" 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.