



Vacancy Notice GWNET Mentoring Programme Coordinator

GWNET, the Global Women's Network for the Energy Transition, is seeking an outstanding individual to strengthen its Secretariat. GWNET empowers women in energy through interdisciplinary networking, advocacy, training and mentoring. Currently, GWNET has more than 3.000 members and partners in 140+ countries. Further information: www.globalwomennet.org

Responsibilities

Coordinating GWNET's mentoring portfolio of existing and new programmes. This entails the following tasks:

- Drafting of calls for applications
- Management of the mentor pool
- Matchmaking of mentors and mentees
- Regular communication with mentees and mentors incl. troubleshooting, collecting success stories and collecting information for social media cards and other communication activities
- Organisation of regular networking exchanges and on-line knowledge transfer webinars on technical and self-development topics, kick-off and graduation webinars
- Liaison with international programme partners
- Carrying out of evaluation surveys and drafting of evaluation reports
- Management of the GWNET alumni network
- Acquisition of new programmes and further develop of the GWNET mentoring approach in close collaboration with the Executive Director

Requirements

- **Academic degree** (masters or equivalent) in economics, business, political science, HR or other related field;
- Minimum **5 years** relevant professional **experience** (energy, environment and/or development, gender, HR) out of which minimum **3 years** international experience;
- **Good communicator** both orally and in writing with ability to work in various time-zones and cultural contexts;
- Good **understanding** of a broad range of **energy-related issues** and ideally **familiarity with women empowerment/mentoring**;
- Proven **working experience in English** (working language for the job is English; other languages are an asset);
- Excellent level of **computer literacy**, including the use of computer databases;
- Ability to **work independently** as part of an international team

The job is conceived as a 4 days per week position, ideally with presence in the GWNET Secretariat in Austria with some flexibility for home office. Qualified applicants are encouraged to send CV/resume and cover letter by e-mail no later than 30 September 2022 to christine.lins@globalwomennet.org and mention “GWNET Mentoring Programme Coordinator” in the e-mail header. The successful candidate will start as soon as possible. Applications from suitably qualified women are particularly welcome.