



ETC Foundation is inviting applications for the position of **Programme Officer** within the International Secretariat of the ENERGIA International Network on Gender and Sustainable Energy from candidates who have:

- A Masters degree
- Background in gender and development issues
- At least 5 years of relevant working experience
- Proven track record in one or more of the following areas: international network coordination, training and coaching, policy influencing and energy access project implementation
- Strong organizational skills
- Strong communication and interpersonal skills
- Ability to work constructively in teams with people from different cultural background
- Fluency in written and spoken English (French would be an advantage)
- Ability to multi-task and operate in a demanding work environment

This is a part-time position (4 days per week) based at ETC in Leusden, Netherlands.

ENERGIA -- GENERAL DESCRIPTION

ENERGIA, the International Network on Gender and Sustainable Energy was set up in 1996 to create an institutional base for galvanizing action aimed at putting gender on the energy access agenda. The network includes 13 National Focal Point institutions in Africa, 9 National Focal Point institutions in Asia, Regional Network Coordinators in Africa and Asia and an International Secretariat hosted by ETC Foundation in the Netherlands. ENERGIA activities have the following objectives:

- **NETWORKING:** to strengthen energy and gender networking at national, regional and international level.
- **CAPACITY BUILDING:** to build capabilities of local actors to mainstream gender concerns into energy access projects and policies.
- **ENERGY ACCESS:** to mainstream a gender approach into existing rural energy markets and rural energy access projects.
- **POLICY INFLUENCING:** to mainstream a gender approach in national energy policies.

For details see: www.energia.org

ENERGIA PROGRAMME OFFICER -- CORE RESPONSIBILITIES AND TASKS

Under the supervision of the coordinator of the International Secretariat:

- Contribute to planning, implementation and monitoring of annual work plans.
- Provide inputs to reporting both to ENERGIA donors and to the network.
- Collaborate on acquisition efforts.
- Maintain close communications with ENERGIA Regional Network Coordinators and National Focal Points.
- Assist in content-wise, administrative and logistical support to the network, such as in the organization of meetings and workshops.

Suitable remuneration will be offered. International travelling is part of the job.

Letters of interest and CVs should be sent electronically to Connie Meinders, administrative assistant ETC Energy (energy@etcnl.nl) no later than 22 April 2007. Interviews for the position will start from 30 April 2007. Only applicants selected for interviews will be contacted.