

Position Description
SAFE Humanitarian Fellow
Global Alliance for Clean Cookstoves

Title: Safe Access to Fuels and Energy (SAFE) Humanitarian Fellow

Department: Global Health/Global Alliance for Clean Cookstoves

FLSA Status: Consultant

Duration: Temporary, 3-6 months

Location: The position is based in Washington, DC.

Overview

The SAFE Humanitarian Fellow will work up to 40 hours per week supporting the implementation of the activities related to the Alliance's humanitarian program.

Working Relationships

The SAFE Humanitarian Fellow will work closely with Alliance staff and will support the Alliance SAFE partners. The Fellow will report directly to the Senior Program Associate, Humanitarian.

Major Duties and Responsibilities

The SAFE Humanitarian Fellow is responsible for supporting the humanitarian program, the Senior Program Associate, Humanitarian, and the Director of Gender and Humanitarian Programs to implement key activities within the Alliance's humanitarian strategy.

Duties include:

- Developing content and updating the SAFE website and SAFE Twitter page;
- Coordinating the SAFE Steering Committee by arranging monthly calls, drafting and circulating minutes, and tracking action items;
- Conducting desk research on relevant topics, such as appropriate technologies, gender-based violence, environmental issues, etc.
- Planning events, such as SAFE trainings and SAFE strategic planning meetings;
- Preparing proposals and grant reports;
- Writing blogs and newsletter articles; and
- Perform other duties and/or tasks as assigned.

Desired Knowledge, Skills, and Abilities

- Master's Degree or Master's Degree candidate in emergency response, humanitarian sector, or related field.
- 1-3 years professional experience in humanitarian sector required, including but not limited to field experience in humanitarian settings and/or prior experience working with major humanitarian implementers, such as UN agencies and/or international NGOs.
- Familiarity with the clean cooking sector or household energy a plus.
- Familiarity with monitoring and evaluation a plus.
- Personal commitment to Global Alliance for Clean Cookstoves and UNF's vision and the ability to articulate those to others in a convincing manner.
- Proficiency in Microsoft Office to include Word, Excel, Outlook and PowerPoint.

Application Instructions:

Please submit cover letter and resume to info@cleancookstoves.org no later than May 8. Applications will be considered on a rolling basis. No calls please.

This consultancy includes a stipend commensurate with experience.