

United Nations Foundation/Better World Fund
Position Description

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

Department: Global Health/Global Alliance for Clean Cookstoves

FLSA Status: Consultant

Duration: Temporary, 6 months

Overview

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

Working Relationships

The Humanitarian SAFE Fellow will work closely with Alliance staff and will support the Alliance SAFE partners. The Fellow will report directly to the Program Manager of Gender and Markets.

Major Duties and Responsibilities

The SAFE Fellow is responsible for supporting the humanitarian program and the Program Manager to implement key activities within the Alliance's Humanitarian strategy.

Duties include:

- Developing content and coordinating the development of the SAFE online hub currently under construction;
- Coordinating the SAFE Reference Group by arranging monthly calls, drafting and circulate minutes, and tracking action items;
- Conducting desk research on relevant topics, such as appropriate technologies, gender-based violence, environmental issues, etc.
- Coordinating events, such as SAFE trainings and SAFE strategic planning meetings;
- Developing advocacy strategies and managing social media for the SAFE reference group;
- 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.

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- 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 April 18. Applications will be considered on a rolling basis. No calls please.

This consultancy includes a stipend commensurate with experience.