**Grants Officer**

**Application Form**

# Instructions

Please answer the three questions below with respect for the word limit. You are allowed to include URLs linking to your previous work, or relevant evidence to back up your claims. We will assess the answers to these questions alongside your CV. Please send the filled in form together with your CV to jobs@epd.eu by **Sunday, 24 September 2023, 23:59 CET**. Please add in the subject line of your email the following: “Application – LAST NAME - FIRST NAME – Grants Officer EPD”. Please name your documents as follows: “LAST NAME - FIRST NAME – DOCUMENT”.

# Your name:

# Please explain your interest in the position and detail your relevant experience - in project management and/or grantee and partner management. (300 words)

# Please briefly describe two problems/challenges that you think you may encounter when verifying narrative reports from grantees. Please briefly describe one problem/challenge that you think you may encounter when verifying financial reports from grantees (300 words)

# What would you do if a grantee submitted a financial report, but did not respect EPD’s and the donor’s financial guidelines? (200 words)