

## Grants Officer

### Terms of Reference

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#### About EPD

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy worldwide. It is a unique platform comprising nineteen European civil and political society and Democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. More information about EPD is available at [www.epd.eu](http://www.epd.eu).

We are looking for a Grants Officer to join our team in November 2023. The Grants Officer will join the implementation team of a pan-African project, which aims to empower civil society across Africa, including citizen observers, in strengthening electoral systems and processes.

The position is available for an initial period of two years.

#### Accountabilities and key relationships

The Grants Officer will be based in Brussels and will report to the EPD Head of Programmes. She/he/they will work in close cooperation with the EPD Programmes Manager. She/he/they will also have regular working relationships with other EPD staff in Brussels.

#### Duties and responsibilities

##### Grantee and partner organisation management

- Being the first point of contact for grantees and partner organisations on administrative and financial matters, within relevant projects; resolving issues raised within the limits of authority of the role and referring as necessary to the EPD Head of Programmes and the EPD Programmes Manager;
- Elaborating sub-granting contracts and partnership agreements and assist grantees and partner organisations in setting up their budgets and other project documents;
- Ensuring that EPD's grantees and partner organisations are provided with instructions to enable them to fulfil their operational and reporting responsibilities in accordance with contract procedures;
- Providing guidance and support to partner organisations on sub-granting procedures;
- Liaising with grantees and partner organisations to monitor their costs against their budgets;
- Reviewing grantees' and partner organisation's financial reports to assess accuracy of presentation and compliance with guidelines, verifying project expenditure and supporting documents and liaising with partners on clarifications of documentation - drawing to the attention of the EPD Finance and Administration Manager any issues arising from those reports;
- Contribute to the identification of project outcomes (behavioural changes of target groups) achieved by grantees and partner organisations, in cooperation with the EPD Programmes Manager and the EPD Head of Programmes.

### Project management

- Being responsible for the planning, implementation and follow-up of EPD's project activities - primarily related to grants and granting components - ensuring the delivery of outputs and contributing to the achievement of project outcomes;
- Contributing to the drafting of and/or reviewing of narrative reports in compliance with EPD's and funders' requirements, updating results chains such as logical frameworks, and drawing to the attention of the EPD Programmes Manager and the EPD Head of Programmes any issues arising from those reports;
- Providing input for EPD's social media channels and website on various project activities, particularly related to grantees, at significant moments within the project cycle;
- Maintaining appropriate records on EPD's activities and projects - related to grants and granting components -, in electronic and paper format;
- In cooperation with the EPD Head of Programmes and the EPD Finance and Administration Manager, maintaining up-to-date operational guidelines, procedures and tools.
- Assume project management responsibilities on selected project tasks as a substitute, whenever required due to absences within the EPD programmes team.

### Other tasks

- Contributing to an environment of learning in EPD and the constant improvement of EPD's project management procedures;
- Supporting in the organisation of the EPD Programmes Working Group, where relevant;
- Participating as a member of EPD's core team in the wider development of the organisation, sharing common tasks as required from time to time.

### **Requirements**

- Minimum of 2 years of experience in project management is required (exceptional candidates with under 2 years of experience will also be considered);
- Experience in managing and/or assisting in projects financed by the European Union is considered a strong asset;
- Experience in grant and partnership management is considered a strong asset;
- Bachelor's degree is required, preferably in political science, international development, social sciences, or a relevant field of study;
- Proficiency in excellent written and spoken English is required;
- Proficiency in excellent written and spoken French is required;
- Proficiency in Portuguese, Spanish, Arabic or in (other) languages spoken in African countries, such as Swahili, is considered an asset.

### **Conditions and benefits**

- An initial 2-year contract with a gross starting salary between EUR 2.000,00 and EUR 3.500,00 (Grade 2 at EPD) with the precise figure dependant on experience;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the employee of EUR 1,09) will be granted for each day worked;
- A monthly public transportation card will be reimbursed fully (STIB card for EUR 49,00 a month);

- At EPD, a structural teleworking policy is in place. A teleworking allowance of EUR 149,48 (home office and professional use of a private internet connection) will be granted monthly;
- The candidate should be based in Brussels, Belgium, or willing to relocate;
- 30 days of annual leave, plus 3 extra-legal days to take after Christmas;
- All staff are fully involved in all aspects of our work and given considerable responsibility and independence, this also means staff are able to choose to work a full time 4-day week if desired;
- **The candidate should have a permission to work in the EU, and should be based in Brussels or move to Brussels in 2023.**

## Application procedure

Interested candidates should send a CV and the [application form](#) to [jobs@epd.eu](mailto: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".

Interviews - and a short, written test - will take place in late September and/or early October 2023 with a prospective start date in November 2023.