



GRANTS ASSISTANT

PROJECT SUMMARY

USAID Energy Security Project (ESP) is a five-year project funded by the United States Agency for International Development (USAID).

The ESP mission is to enhance Ukraine's energy security, to improve the energy legal and regulatory environment in the country, and to increase the resilience of Ukraine's energy supply. This will help to support country's economic development and sustain its democracy. ESP is working closely with the Government of Ukraine (GOU) to develop competitive energy markets. By doing so, ESP will facilitate private sector-led energy investments to provide affordable, reliable, resilient, and secure energy for all Ukrainians.

POSITION SUMMARY

USAID Energy Security Project (ESP) is looking to fill in the position of Grants Assistant to provide daily support to the Grants Team in the administrative and grants related activities. This is a full-time position, based in Kyiv, Ukraine. This position will report to the Procurement and Grants Director.

POSITION RESPONSIBILITIES:

- Collect and save grants file concepts/applications received in response to the EPS calls for proposals;
- Translate grants-related documents from Ukrainian into English and vice versa;
- Liaise with the applicants to collect documentation required for grants, including registration documents, reference letters, self-assessment forms, draft budgets, CVs and ToR of project staff, etc.;
- Scan and file all documents in a grants folder;
- Send grantees grant agreements, check if they have any questions/comments;
- Make sure grantees signed grant agreements properly, get them signed from our side, scan them and file them in a grants folder;
- Coordinate with grantees on documents required for registration in the Ministry;
- Send grantees letters with grants-related procedures, rules of communication, disclaimer, and other useful information;
- Track expenditures under grants, make reconciliation with grantees if needed;
- Contribute to projections preparation;



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- Collect documents for salary payments, reimbursable parts of the grants, milestone payments, etc.;
- Prepare payment packages, track payment status;
- Other duties as required;
- Collect regular reports and calendars, send them for M&E review;

ESSENTIAL KSA'S REQUIRED (EXPERIENCE, SKILLS, EDUCATION, CERTIFICATION, ETC.):

- University degree;
- At least one (1) years of relevant administrative, grants management, procurement, experience on donor-funded projects with preference for USAID-funded project management experience;
- Demonstrated experience in grants focused on ensuring compliance with established rules and regulations and Ukrainian laws;
- Familiarity with USAID rules and regulations would be a plus;
- Ability to work independently with minimal supervision, to prioritize multiple assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good judgment that reflects positively on the ESP program;
- Ability to get things done and work with large number of documents, attention to details;
- Ability to effectively use computer software including the full Microsoft Office suite;
- Ability to work effectively in a team environment;
- Strong communications skills, both oral and written;
- Fluency in English, Ukrainian and Russian are required.

To apply please submit your CV in English and a cover letter with the title of the position in the subject line to UESPjobs@tetrattech.com

There is no deadline associated with this position, Tetra Tech may fill the position when a qualified person is found.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.