

November 10, 2022

**To Integrated Service on Health and Development Organization /ISHDO/
Addis Ababa**

Dear Sir/Madam,

I am interested in applying for the **Grant Compliance Specialist** position advertised on the ethiojobs website for Addis Ababa duty station. Please find attached my CV.

After graduating from Addis Ababa University in Economics with a BA degree, I worked at different Governmental and Non-governmental Organizations in various positions as an expert, project appraisal officer, marketing officer, project officer, monitoring and evaluation officer, project coordinator, and manager. Currently, I am a candidate for an MBA at Dire Dawa University.

Currently, I am working at SOS Children's Village- Ethiopia as Project and Donor-Contract-Management (DCM) Coordinator. I have ample knowledge, skills, and practical experience in designing, planning, managing, monitoring, and evaluating children and community development projects/programs. I particularly have practical experience working with different partners on grant management and partners capacity building. As a result, I made tangible differences in the lives of vulnerable children, women, and disadvantaged people through quality planning, managing, monitoring, and evaluation profession.

I would welcome the chance to work in your esteemed and dynamic organization where I could contribute significantly while developing my skills and career. I would be glad to show you a portfolio of my work.

I look forward to hearing from you.

Sincerely yours,

Zelalem Ashenafi