Date: September 26, 2022

I am applying for the open position of Program officer. The opportunity presented is very interesting and instills the passion in me. I am currently working as Senior Grants and funding officer here in OXFAM Ethiopia, as a person who has been in Grants management exposed with different donors including OCHA, I believe I am an Ideal candidate.

I have been managing donor contracts very well. I am aware of different donor reporting and compliance requirements. I have the knowledge and experience with regards to developing and reviewing concept notes and proposals for different institutional as well as private donors. I have good experience in mentorship and training. I have successfully managed projects implemented from project designing to final evaluation and reporting. I am well equipped with humanitarian operations. You can refer my CV and credentials for more detail information.

As a proactive woman with diverse experience and quick to learn more, I am confident that I will contribute immensely if given the opportunity and exposure. Thank you for your time and consideration. I look forward to hear from you.

Warm regards,

Mistere Mamo