



VACANCY: GRANT WRITER

Join a team of professionals dedicated to improving the health and rights of marginalised groups in Eastern Europe and Central Asia!

AFEW International is a non-governmental humanitarian organisation that strives to promote health, and advocates for increased access to prevention, treatment, and care for major public health concerns such as HIV, tuberculosis, COVID-19, viral hepatitis, and sexual and reproductive health and rights.

AFEW International is working with and for “key populations” (LGBTIQ and men who have sex with men, people who use drugs, sex workers, people living with HIV, (ex-)prisoners, vulnerable youth and adolescents). By providing support and empowering communities and civil society organisations in Eastern Europe and Central Asia (EECA), we contribute to better access to good quality health services for all, including people whose access is denied due to stigma and discrimination.

With a small team based in Amsterdam, we coordinate the *AFEW Partnership*, a regional network of civil society organisations (*AFEW-Kazakhstan*, *AFEW-Kyrgyzstan*, *AFEW- Russia*, *AFEW-Ukraine* and *AFEW International*).

In a rapidly changing global health and geopolitical landscape, *AFEW International* is now exploring new directions and seeking **to hire a Grant Writer** to support the organisation in securing and maintaining funding for specific projects in Eastern Europe and Central Asia as well as core funding and to support the development of strategies and models for sustainability.

Please see the full position description and requirements in the Annex.

Contract: 24 hours

Duration: per direct until 31 December 2022

Location: Amsterdam, Netherlands

Deadline for sending applications: 31 December 2021

Please send your motivation letter, CV, and contact details for two references to: recruitment@AFEW.nl. This role is renewable pending project acquisition. Clarifying questions may be sent by e-mail. No agencies please.

We offer:

- Competitive salary, 8% holiday allowance
- Pension scheme based on a collective agreement
- Travel costs compensation and/or telework allowance
- 25 days annual leave (on a full-time basis, calculated pro-rata), with additional leave days between Christmas and New Year
- Working in an international team with an informal, transparent and open working culture
- An office close to Amsterdam Central station with great waterfront views. Once COVID-19 measures allow, we will combine working from the office with working from home.

AFEW International is an equal opportunity employer. We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.

More about *AFEW International*

Based on 20 years of experience in the region, *AFEW International* has built extensive knowledge, expertise and networks in Eastern Europe and Central Asia. The mission of the organisation is to increase access to prevention, treatment, and care for the most vulnerable and marginalized groups within society.

AFEW International works in close collaboration with international (mostly European), EECA regional and in-country partners, co-creating the best international practices and innovations to EECA in a practical applicable way.

www.afew.org

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J O B D E S C R I P T I O N

GRANT WRITER

I Terms of Reference:

Place within the Organisation:

Reports to the Director

Job Location:

Amsterdam, the Netherlands

II Overall Job Objective:

To support *AFEW International* and *AFEW Partnership* in securing and maintaining funding for specific projects in Eastern Europe and Central Asia as well as core funding; to support the development of strategies and models for sustainability of AFEW International and AFEW Partnership

III Responsibilities and Tasks:

- Identify and define funding sources to support existing and planned multi-country program activities as well as coordinate the development, writing, and submission of grant proposals to third-party entities
- Seek out new sources of funding including private, corporate, foundation and institutional donors
- Is end-responsible in the process of proposal writing and co-ordinate tasks and the communication with staff that is involved in proposal writing, i.e., Directors and senior management of *AFEW Partnership* members
- Ensure that proposals meet specific donor standards
- Contribute to overall policy development and long-term strategy; assist the Director and Director of Programs & Public Affairs with the development of strategies and models to sustain AFEW International and AFEW Partnership
- Follow trends in development cooperation, donors' landscape, Southern/Eastern CSOs leadership and identify the impact on and adjust AFEW International's fund-raising strategies
- Attend regional and international events and conferences in order to meet with potential donors and partner organizations – establish and maintain contacts.

IV Contacts/Key Relationships:

- Director
- Director of Programs & Public Affairs
- Directors of AFEW Partnership members
- The senior management staff of AFEW Partnership members
- Current and potential donors

V Requirements:

Experience and Qualifications:

- University or higher vocational training;

- Advanced writing skills;
- Comprehensive understanding of the logical framework and theory of change approach to proposal writing;
- Affinity with working for a non-governmental organization;
- Understanding of EU, Dutch and other multi- and bilateral funding mechanisms
- Understanding of HIV/AIDS, TB and viral hepatitis issues and affinity with the Eastern Europe and Central-Asia region;
- Fluent in English;
- To speak and understand Russian is an asset;

Personal Skills / Additional Information:

- Strong analytical skills
- Strong research, writing, editing and presentation skills
- Good organiser, planner and communicator
- Able to work independently
- Strong computer skills with a focus on all Microsoft products (Word, Excel, PowerPoint and Outlook)

Deadline for submitting applications: December 31, 2021.

Interviews with successful candidates will be held in the second week of January 2022.