



Open call for an Education Officer

We are looking for a proficient and passionate part-time Education Officer to advance the **Digital Labs: educators** from September 2021 until March 2023. We expect you to dedicate to the task 30 hours per week.

Digital Labs: educators are mini hackathons for everyone involved in changing the educational sphere in Ukraine for the better. For participants, those are 9 days, 15 workshops with experts, 5 hours of personal mentoring sessions, and one solution to the hot-button challenge per team. For you: an opportunity to manage a challenging project, expand your professional network with pros from abroad, and back the educational reform in Ukraine.

If you are interested in a full-time job, there is an option to take over Alumni community management in addition to Education Officer tasks.

Read the details carefully, and apply **before Wednesday 25 August 2021, 15.00 Kyiv time.**

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House of Europe

House of Europe is a EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries. The programme focuses on culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling us to go for conferences, professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, training, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU* organisations, along with the development of cultural

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

Implementation of House of Europe is led by [Goethe-Institut Ukraine](#), with the British Council, Institut français, and Czech Centres as consortium partners. This vacancy is offered by the Goethe-Institut Ukraine, the official cultural institute of the Federal Republic of Germany and a leading international cultural organisation.

What you will be doing

- Managing **Digital Labs: educators**, ensuring they are delivered on time and to budget. Once travelling abroad is possible again, you may switch to in-person **Study Tours** to the EU*
- Reaching out to and collaborating with experts, organisations, and professional networks from Ukraine and the EU to design engaging programmes of the Digital Labs: educators
- Managing open calls for participants and selection criteria
- Collecting statistical information and feedback from participants of the Digital Labs: educators to adjust the programme to the audience's needs
- Managing operational finances, financial planning, timeliness of payments, and reporting for the activities
- Subcontracting experts and partners in compliance with administrative rules: tenders and procurements, documentation of spendings
- Taking care of the related paperwork

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What skills and qualifications do you need

- English and Ukrainian to C1 level
- University degree in pedagogics, teaching, or social science
- At least two years' experience in project management
- Experience and network in the educational sector
- Ability to successfully work in a team
- Self-reflection and acceptance of criticism
- Structured and result-oriented approach
- Availability to work under stress and with temporarily high workload
- Readiness to travel for business and work on weekends and in the evenings when needed



What will be an asset

- Confident German
- Experience in conceptualising educational programmes
- Experience in designing online events, especially for educators
- Experience in civil engagement, reform processes, change management
- Experience in managing international exchange
- Experience in working for donor-funded projects
- Experience in working in an international, English-speaking environment

What will you get

- Part-time job taking 30 hours a week
- Modern office in the historical centre of Kyiv and flexible working hours
- Good salary according to the Ukrainian remuneration schemes
- Health insurance and free German language courses at Goethe-Institut Ukraine
- International, multi-skilled team working on a challenging EU programme in Ukraine

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How to apply

Please fill out an [application form](#) in English and send it to hr@houseofeurope.org.ua with the subject “Education Officer”. The deadline for applications is **Wednesday 25 August 2021, 15.00 Kyiv time**.

You should also attach:

- CV in English
- Scan of work book (трудова книжка)
- University degree and other work, education, language certificates (JPG or PDF)

Do not forget to mention your telephone number. We will use it to hold a short phone interview and schedule a personal meeting if your application is successful.

Only short-listed candidates will be contacted.