

Open call for an assistant

We are looking for a full-time assistant to enhance the team working on infrastructure and international cooperation grants. Our dream assistant is an efficient and precise person ready to spend weekdays meticulously checking grant documentation and communicating with grantees.

If this is for you, read the document carefully and make sure to apply before 10 December 2021, 15.00 Kyiv time.

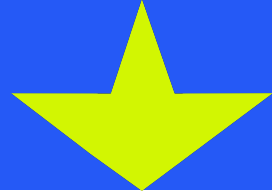
House of Europe

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.

- 1 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 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.

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.



What you will be doing

- Collecting, preparing, processing, and storing agreements, reports and other documents from grantees
- Checking complex grants reports, budgets, and procurements for completeness of documentation and compliance with strict financial rules
- Communicating with grantees: answering the questions during the open calls and explaining additional requests and corrections to their reports in simple terms
- Make short translations of financial documentation into English
- Pre-accounting of payments
- Working with Excel databases
- Working with grant management system Good Grants
- Helping with other tasks as needed

What skills and qualifications do you need

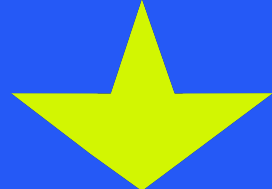
- Experience in working with accounting documentation
- Ability to grasp and apply complex administrative rules
- Ability to communicate in a friendly, concise manner
- Excellent knowledge of MS Excel, Office Suite
- Confident English and Ukrainian (B2 or higher)
- Organisational skills, self-initiative, responsibility, flexibility, and resilience
- Ability to work in a team

What will be an asset

- Experience with grant management
- Experience in working in an international, English-speaking environment
- Knowledge of German

What will you get

- Full-time job from 10 January 2022 until 31 January 2023 inclusive
- Modern workplace in the historical Pechersk district of Kyiv
- Good salary according to Ukrainian remuneration scheme and flexible working hours
- Health insurance and free German language courses at Goethe-Institut Ukraine



- International, multi-skilled team working on a challenging EU programme in Ukraine

How to apply

Please create one single PDF file, featuring:

- Application form, filled out in English
- CV in English
- Scan of work book (трудова книжка)
- University degree and other work, education, language certificates

Mail your PDF file to hr@houseofeurope.org.ua with the subject “Assistant for infrastructure and international cooperation grants department”. The deadline for applications is Friday 10 December 2021, 15.00 Kyiv time.

Do not forget to mention your telephone number. We will use it to schedule a personal meeting if your application is promising.