

# Call for a Hub Assistant

We are looking for an attentive Hub Assistant to substitute our colleague on maternity leave.

Our assistant is a guru of financial documents, procurements, authorisation of payments, and travel arrangements, who will be helping the Hub team in doing great things. Namely, boosting visibility of House of Europe and other EU opportunities through [the House of Europe Festival](#), [Pop-up Hub](#), [Mobile Pavilion](#), [our website](#) and [Alumni Community](#). You will also work in close cooperation with the Communications and Administration and Finance teams.

If you are careful with details, know how to keep documents in order and have a firm grasp on procedures - we are looking forward to receiving your application.

Please read the details carefully and **apply before 21 February 2022, 15.00 Kyiv time.**

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## House of Europe

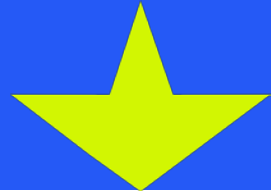
House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU countries and the UK. The programme focuses on culture and creative industries, education, health, social entrepreneurship, media, and youth.

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

## What will you be doing

- Assisting in all workflows, including the preparation of regional interventions, meetings, workshops, and events
- Serving as a focal point between Finance and Administration team and Hub and Communications teams
- Processing and following-up on administrative tasks
- Creating pre-accountings of payments in our computerised budget system



- Making procurements
- Planning and taking care of travel arrangements
- Producing short translations of financial working documents into English
- Ensuring completeness of documents and their compliance with administrative rules
- Collecting, preparing, processing, printing, and storing documents
- Ordering and handling Hub supplies
- Helping with other tasks

### What skills and qualifications do you need

- English and Ukrainian to C1 level
- University degree
- At least two years of experience in project administration and accounting documentation
- Ability to easily grasp complex administrative rules
- Ability to successfully work in a team
- Self-reflection and acceptance of criticism
- Structured and result-oriented approach, attention to detail and deadlines
- Availability to work under stress and with temporarily high workload

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### What will be an asset

- Confident German
- Experience in grant management
- Experience in travel or event organisation
- Experience in working for donor-funded projects
- Experience in working in an international, English-speaking environment

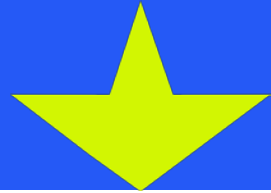
### What you will get

- Full-time job with flexible working hours from March-April 2022 till 31 March 2023. You will be replacing our Hub Assistant on maternity leave.
- A modern office not far from Arsenalna station
- 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

### How to apply

Please create one single PDF file, featuring:

- [Application form](#) filled out in English
- CV in English
- University degree and other work, education, language certificates



Please mail your PDF file to [hr@houseofeurope.org.ua](mailto:hr@houseofeurope.org.ua) with the subject "House of Europe Hub Assistant". The deadline for applications is 21 February 2021, 15.00 Kyiv time.

Do not forget to mention your telephone number. We will call you to schedule a meeting if your application catches our attention.

Whatever the answer is, all candidates will be contacted.