

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

ASSISTANT FOR GRANTS AND STIPENDS OF THE EU-FUNDED PROGRAMME HOUSE OF EUROPE

Scope of employment: 100 %

Weekly working hours: 40 hours

Place of employment: Kyiv, or Ukraine

Contract duration: Until 31.05.2026 (with a possibility of extension up to 31.08.2026)

The **Goethe-Institut** is the globally active cultural institute of the Federal Republic of Germany. With over 150 institutes in 100 countries, we promote international educational and cultural exchange.

The **Goethe-Institut Ukraine** has a large institute in Kyiv. As part of its programme activities, it makes an important contribution to supporting the Ukrainian cultural scene, especially since the beginning of the full-scale war of aggression against Ukraine. We work closely with our Ukrainian partner network in education and culture and implement a wide range of activities with a hybrid and international team both in Ukraine and in Germany. We are looking for qualified and highly motivated colleagues with permanent residence in Ukraine.

An important element of our activities is the implementation of the EU-funded [House of Europe](#) programme.

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 different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media. An additional priority is put on supporting the national minorities of Ukraine.

This encompasses 15+ separate programme lines enabling Ukrainians to carry out personal projects, or to enrol in courses, conferences, and internships in the EU and the UK. The programme funds cultural cooperation and literature translation between Ukraine and the EU and the UK, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage, the development of creative businesses and media projects, and the holding of cultural events outside the Kyiv bubble. Various learning and matchmaking opportunities, such as Digital Labs, workshops, discussions, conferences, and hackathons, are offered.



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VACANCY

YOUR DAILY ROUTINE

- Assisting in managing [International Mobility Grants](#), [Individual Project Grants](#), [Translation Grants](#), and various stipends
- Reviewing and verifying budgets, reports, procurements, and other documents from grantees
- Communicating with and supporting grantees
- Coordinating requests from the finance and administration team and conveying them to the grantees in a clear, understandable manner
- Preparing payments
- Storing documents from grantees, as well as organising the digital archive
- Working with Excel spreadsheets and the [Good Grants](#) grant management system
- Working with databases
- Helping with other tasks

SKILLS AND QUALIFICATIONS NEEDED

- University degree
- English and Ukrainian to C1 level
- 2+ years of experience in a donor-funded programme or accounting
- Ability to grasp complex administrative and financial rules
- Ability to work in a team paired with independence and self-organisation
- Ability to communicate in a friendly and concise manner
- Self-reflection and ability to productively work with feedback
- Structured and result-oriented approach, ability to get things done

WILL BE AN ASSET

- Knowledge of the Ukrainian cultural and education sector
- Experience in grant management
- Experience in travel or event organisation
- Experience in an international, English-speaking environment
- Knowledge of German

WHAT WILL YOU GET?

- Full-time position with flexible working hours
- Under normal conditions: work in a modern office in the historic Pechersk neighbourhood in Kyiv. During the war: the possibility to work in home office
- Attractive salary and employment contract in accordance with Ukrainian labour law



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- Health insurance
- Free German courses at the Goethe-Institut Ukraine
- International, highly qualified team

HOW TO APPLY

Please send your application **in one pdf file** including the following:

- [Application form](#) filled out in English indicating at least one reference person
- Motivation letter (one page) in English
- CV in English
- University degree, extract from workbook, and other relevant work, educational, or language certificates

The Goethe-Institut stands for the diversity of all employees. We welcome applications from all interested parties, regardless of their cultural and social background, age, religion, gender, disability, and sexual identity. The Goethe-Institut strives for a balanced gender ratio.

Please send your pdf file to bewerbungen-ukraine@goethe.de with the reference **Assistant for Grants and Stipends of the EU-funded programme House of Europe - Name**.

Deadline for application is **29 October 2025**.



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