

# VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

## ASSISTANT TO THE HEAD OF PROGRAMME 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 (subject to the allocation of funding)**

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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Sprache: Kultur: Deutschland.



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## YOUR DAILY ROUTINE

- Assisting the Head of Programme: arranging meetings, maintaining the outlook calendar, and processing business trip expense reports
- Working at our Kyiv office front desk: answering calls and emails, distributing mail, assisting in the organisation of events and visits by partners and guests
- Setting up job interviews and communicating with candidates
- Monitoring, selecting, and preparing drafts of EU opportunities for House of Europe target audience
- Updating the House of Europe website
- Maintaining lists and writing summaries for meetings

## SKILLS AND QUALIFICATIONS NEEDED

- University degree in social sciences, business administration, cultural management, or equivalent
- 2+ years of working experience
- English and Ukrainian to C1 level
- High level of communication skills
- Excellent knowledge of MS Office
- Organisational skills, self-initiative, responsibility, flexibility, and resilience
- Ability to work in a team paired with independence and self-organisation

## WILL BE AN ASSET

- Experience in working in an international, English-speaking environment
- Experience with EU funded projects
- Knowledge of German or willingness to learn it

## 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
- 13th monthly salary and health insurance
- Free German courses at the Goethe-Institut Ukraine
- International, highly qualified team

## HOW TO APPLY



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

- Application form filled out in English indicating at least one reference person
- 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](mailto:bewerbungen-ukraine@goethe.de) with the reference **Assistant to the Head of Programme of the EU-funded programme House of Europe - Name**.

Deadline for application is **Tuesday 13 May 2025**.



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