

Call for an Education Officer

Goethe-Institut Ukraine is looking for a part-time Education Officer to advance the [Digital Labs: educators](#) at its EU-funded project House of Europe.

Goethe-Institut is the cultural institute of the Federal Republic of Germany operational worldwide. With a network of 150 institutes, we create platforms of international cultural exchange and implement a wide variety of cultural and educational programmes. Goethe-Institut Ukraine is actively strengthening the cultural and educational infrastructure in Ukraine, facing the Russian full-scale aggression. As an essential part of its work, Goethe-Institut Ukraine is implementing the EU-funded House of Europe programme.

We offer a contract until May 2026. The job will take 30 hours per week.

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 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.

What you will be doing

- Managing **Digital Labs: educators**: designing programme and ensuring the event is delivered on time and to budget
- Tailoring other capacity-building activities for education professionals: conferences, workshop, and other innovative event formats
- Managing relationships with speakers, partners, and alumni of the programmes
- Managing open calls for participants and developing 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

2

What skills and qualifications do you need

- University degree in pedagogics, social science, or similar
- English and Ukrainian to C1 level
- 2+ years of experience in project management
- Experience and network in the educational sector
- Experience in managing international exchange
- Ability to successfully work in a team
- Proficiency with modern educational or event tools
- A proactive, solution-oriented approach
- Self-reflection and acceptance of criticism



- 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
- Knowledge of national minorities in Ukraine
- Familiarity with the modern educational landscape in the context of a full-scale war
- Knowledge of the New Ukrainian School reform and the evolving needs of educators
- Experience in civil engagement, reform processes, or change management
- Experience in working for donor-funded projects
- Experience in working in an international, English-speaking environment

3

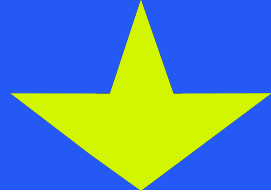
What will you get

- Part-time job (75%; 30 hours per week) with flexible working hours until May 2026
- In the ordinary conditions – job in a modern office in the historical Pechersk district of Kyiv. During the war – the opportunity to work remotely.
- Good salary and employment contract according to Ukrainian labour legislation.
- 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 indicating at least one reference person
- CV in English
- University degree and other relevant work, education, language certificates
- Scan of work book (трудова книжка) if possible

Please send your PDF file to hr@houseofeurope.org.ua with the subject "House of Europe Education Officer". The deadline for applications is Thursday 26 January 2024, 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.