



FINANCIAL AND ADMINISTRATIVE OFFICER (EU-FUNDED PROGRAMME EU4CULTURE)

Institute, location: Goethe-Institut Georgien, Tbilisi, Georgia

Field of Activity: Finance and Administration

Start Date: 01.10.2025

Type of Employment: Full-time, from 01.10.2025 until 31.03.2027

Application Deadline: 12.09.2025

E-mail Address for submitting Applications: Bewerbungen-georgien@goethe.de

The Goethe-Institut is the globally active cultural institute of the Federal Republic of Germany. It promotes knowledge of the German language abroad and fosters international cultural cooperation. In addition, it conveys a comprehensive picture of Germany by providing information about cultural, social and political life.

The Goethe-Institut Georgien is looking for a dedicated and experienced colleague for the position of "Financial and Administrative Officer", starting on October 1st, 2025 (fixed-term contract until March 31st, 2027, with the option of a 2-year extension), within the framework of the "EU4Culture-II - Sustainable Creative Ecosystem" Programme, implemented by the Goethe-Institut Georgien. The programme supports the development of sustainable and inclusive cultural ecosystems in the Eastern Partnership (EaP) countries, focusing particularly on non-capital cities.

This role will be based in Tbilisi, Georgia, but will involve responsibilities that span across the programme participating countries. The Financial and Administrative officer will work in close cooperation with the programme coordination team.

Your responsibilities include:

- Support the financial manager in financial and accounting processes and ensure accurate book-keeping
- Ensure processing, archiving and filing of the programme financial and administrative records, in coordination with the financial manager
- Together with the financial manager ensure compliance with the cost eligibility rules and financial regulations
- Support financial manager in ensuring compliance with Goethe-Institut's internal administrative regulations
- Support financial manager in ensuring that the programme beneficiaries are duly informed about the financial eligibility rules and proceedings and support in the respective monitoring process
- Support financial manager during the verification of the financial documentation and financial auditing
- Support in preparation of contracts and other relevant administrative documentation
- Provide logistic arrangements and inventory, including tasks related to procurement, communication and selection of service providers and suppliers, relevant travel arrangements

- Support the coordination team in preparing, implementing, and monitoring activities, including tasks related to event management, visibility, meeting arrangements and minute-taking, database updates, reporting support, and associated financial and administrative tasks.

Experience, qualifications, and skills:

- University degree in finance, accounting, management, or relevant
- Minimum of three years' experience in accounting and programme management
- Experience in internal administrative coordination
- Comprehensive understanding of the financial system in Georgia
- Language skills:
Georgian: Fluent
English and German: Advanced
- Excellent computer skills, especially very good command of Microsoft Excel.
- Proven ability to work independently and excellent attention to detail and accuracy.
- Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines.

As a further asset:

- Experience in working in an international, English-speaking environment.
- Prior experience of working for EU funded programmes.

Application process:

Please submit your application digitally and make sure to include the following documents/information:

- Letter of motivation explaining your qualifications for the specific position
- Curriculum vitae
- If relevant, references (incl. contact details)

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, ideology, disability or sexual identity.

In the case of equal suitability and qualifications, applications from people with severe disabilities will be given preferential consideration.

Please send your application only in electronic form and in English in a single PDF by no later than **12.09.2025** an: Bewerbungen-georgien@goethe.de

By sending us your application documents, you consent to the storage of your personal data (in accordance with Art. 4 No. 1 GDPR) for the duration of the application process.