

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

GRANTS MANAGER

Scope of employment: 100 %

Weekly working hours: 40 hours

Place of employment: Kyiv

Contract duration: from 01.10.2026 until 30.09.2028

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** makes an important contribution to supporting Ukraine's cultural scenes, particularly since the start of the full-scale war of aggression against Ukraine. In doing so, we work closely with our Ukrainian partner network in education and culture. To carry out our activities, we are looking for qualified and highly motivated colleagues with permanent residence in Ukraine.

An important pillar of our work is the implementation of the EU-funded [House of Europe](#) program, which promotes professional and creative exchange between people from Ukraine and their colleagues in EU member states as well as in the United Kingdom.

The program aimed at professionals from the cultural and creative sectors as well as related fields such as education and youth work.

This includes various funding streams that enable Ukrainians to implement their own projects and events or to participate in courses, conferences, and internships in the EU and the United Kingdom. In addition, the program supports cultural cooperation between Ukraine, the EU, and the United Kingdom, as well as the revitalization of cultural infrastructure, the preservation of Ukraine's cultural heritage and literary translations.



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YOUR DAILY ROUTINE

- Strategically plan, coordinate, and further develop the assigned grant lines in line with programme objectives and requirements.
- Monitor the achievement of grant and programme objectives and ensure coherence between the grant lines and the overall programme.
- Provide professional leadership and coordination to the Grants Team, including Senior and Junior Officers, and ensure efficient workflows and consistent quality standards.
- Oversee the design and implementation of calls for applications and grant selection procedures, including coordination of independent juries and ensuring transparent and EU-compliant processes.
- Lead budget planning and financial monitoring for the grant lines and oversee contracting, disbursement, and grant-related financial processes.
- Ensure compliance with EU requirements, internal procedures, and relevant control standards throughout the grant lifecycle.
- Monitor funded projects and assess progress, results, and achievement of objectives, identifying implementation issues and coordinating appropriate follow-up.
- Prepare and coordinate grant-related reports and analyses for project management and the EU.
- Coordinate closely with other operational teams, Finance and Communication team, to ensure consistent procedures, effective information flow, and sound financial management.

SKILLS AND QUALIFICATIONS NEEDED

- University degree in a relevant field (e.g. Business Administration, Public Administration, European Studies, Political Science, or Law) or comparable qualification.
- Proven several years of professional experience in EU grant management.
- Strong knowledge of EU funding frameworks, financial management, compliance requirements, grant allocation procedures, and project monitoring and reporting.
- Proven expertise in the full grant management cycle, including the design and administration of calls for proposals, evaluation and selection processes, contract management, and fund administration.
- Sound experience in financial planning and budget management in line with EU regulations, including reporting, compliance, and audit preparedness.
- Excellent knowledge of Ukrainian and English, good knowledge of German, or a willingness to learn German.
- Proven leadership and team coordination experience, with the ability to manage workflows, set priorities, and ensure quality standards.



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- Strong analytical and strategic thinking skills, with the ability to monitor programme objectives, assess results, and develop recommendations for further programme development.
- Excellent communication and stakeholder management skills, including experience working with applicants, beneficiaries, partners, and international stakeholders.
- Strong organisational skills, attention to detail, and the ability to manage multiple grant lines, processes, and deadlines simultaneously.
- Excellent knowledge of MS Office 365 and confidence in using digital grant management, monitoring, and reporting tools.
- High level of reliability, initiative, decision-making ability, and problem-solving skills, combined with the ability to work independently and as part of an international team.

WILL BE AN ASSET

- Experience managing EU-funded grant schemes or funding programmes in the cultural, education, or civil society sectors.
- Experience working in an international, English-speaking environment.

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 a 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

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 and other relevant work, educational, or language certificates, copy of work book.



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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 **Grants Manager - Name**.

Deadline for application is **13 September 2026, 15.00** Kyiv time.



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