

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

HEAD OF HOUSE OF EUROPE COORDINATION AND MONITORING

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

- Lead the overall management and strategic coordination of the project's funding programmes.
- Monitor project progress and achievement of objectives, ensuring coherence and alignment across all project activities.
- Develop and continuously improve monitoring, evaluation, and quality management tools; analyse project data and formulate recommendations to inform the project's overall strategic management.
- Coordinate and oversee the preparation of progress, monitoring, and final reports for the EU and the Goethe-Institut.
- Regularly prepare and present updates on project progress, results, and achievement of objectives.
- Facilitate cross-functional working processes, identify synergies, and coordinate joint initiatives.
- Serve as the main point of contact for the EU Delegation, EUNIC partners, and other strategic project partners.
- Provide functional and line management to the Grant Manager, EU Manager, and Capacity Building Manager.

SKILLS AND QUALIFICATIONS NEEDED

- Completed university degree (Master's degree or equivalent qualification) in a field relevant to the position (e.g. European Studies, Political Science, International Relations, Public Administration, or Business Administration).
- Several years of relevant professional experience in managing complex EU-funded programmes or internationally funded donor projects.
- In-depth knowledge of grant management and of relevant EU and funding regulations, particularly in the areas of risk management, sub-granting, procurement, and compliance.
- Strong understanding of EU funding mechanisms, project cycle management, and monitoring, reporting, and evaluation methodologies.
- Excellent knowledge of Ukrainian and English, good knowledge of German, or a willingness to learn German.
- Proven experience in coordinating complex teams and stakeholder groups in an international environment.
- Strong analytical skills for assessing project outcomes and developing strategic recommendations.
- Excellent communication and negotiation skills, with the ability to engage confidently with internal and external stakeholders.
- Excellent knowledge of MS Office 365 and confidence in using digital tools.
- High level of resilience, initiative, and a structured approach to work, with the ability to manage multiple complex tasks and deadlines simultaneously.



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WILL BE AN ASSET

- Experience in people management, monitoring and evaluation, and quality management, with the ability to use data and evidence to inform strategic decision-making.
- Experience in strategic project management and coordination within complex, multi-partner and international environments.
- 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 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.

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 **Head of House of Europe Coordination and Monitoring - Name**.

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



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