

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

JUNIOR OFFICER CAPACITY BUILDING

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

- Provide administrative and operational support for the Capacity Building programme line within the House of Europe III project.
- Support the organisation and delivery of workshops, labs, online and offline events, and alumni activities in close cooperation with the Senior Officer Capacity Building.
- Communicate with participants and alumni, including supporting participant selection and application management.
- Provide administrative support for programme activities and related financial processes, ensuring compliance with programme requirements, internal procedures, and EU regulations.
- Collect and maintain programme data and documentation and support monitoring and reporting.
- Collaborate with the Finance&Administration, Communications, and other departments within the Goethe-Institut Ukraine.

SKILLS AND QUALIFICATIONS NEEDED

- University degree in a relevant field, such as Cultural Management, Project Management, Social Sciences, Communications, Business Administration, or a related discipline.
- 2+ years relevant professional experience, ideally in project administration, programme support, event organisation, or a similar role. Experience in an international or EU-funded environment is an advantage.
- Excellent knowledge of Ukrainian and English, good knowledge of German, or a willingness to learn German.
- Good understanding of the cultural sector in Ukraine.
- Experience with financial, accounting, and reporting documentation, and the ability to follow administrative and financial procedures.
- Strong organisational, communication, and interpersonal skills, with attention to detail and the ability to manage multiple tasks and deadlines.
- Excellent knowledge of MS Office 365 and confidence in using digital tools.
- Reliability, self-initiative, flexibility, and a proactive approach, combined with the ability to work both independently and as part of a team.

WILL BE AN ASSET

- Experience working with third-party funding.
- Experience working in an international, English-speaking environment.



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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 **Junior Officer Capacity Building - Name**.

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



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