

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

JUNIOR OFFICER COMMUNICATION

Scope of employment: 100 %

Weekly working hours: 40 hours

Place of employment: Kyiv

Contract duration: from 01.10.2026 until 30.09.2028 (subject to the allocation of funding)

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

- Maintain and update the programme website, ensuring accurate, user-friendly, and up-to-date content.
- Create and adapt content for websites, social media, newsletters, press releases, and publications in line with communication objectives and editorial standards.
- Conduct research and prepare audience-focused editorial content and storytelling formats to communicate programme results and impact.
- Proofread and edit communication materials, ensuring linguistic quality, consistent terminology, and compliance with corporate design and communication guidelines.
- Support the development of success stories, case studies, publications, and other materials showcasing programme activities and results.
- Coordinate with internal teams and external copywriters, translators, designers, and other service providers to support the timely delivery of communication materials.
- Support communication projects by maintaining timelines, workflows, documentation, and deliverables.
- Provide administrative support for communication-related activities in related financial processes including expenditure tracking and documentation, ensuring compliance with programme requirements, internal procedures, and EU regulations.
- Monitor communication trends and best practices and support the development of new formats and channels.

SKILLS AND QUALIFICATIONS NEEDED

- University degree preferably in Communications, Journalism, Media Studies, Marketing, or a related field.
- 2+ years professional experience in public relations, digital communications, editorial work, digital communications, content management or similar field.
- Practical experience in writing, editing and proofreading content for websites, social media platforms, print publications or other communication materials.
- Strong proficiency in content management systems (CMS) and social media platforms.
- Good understanding of digital communication, storytelling, and target-group-oriented content.
- Strong attention to detail and a good command of written English and Ukrainian, with excellent editorial and proofreading skills.
- Basic understanding of administrative and financial procedures and experience working with financial, accounting, and reporting documentation, and the ability to follow administrative and financial procedures.



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- Excellent knowledge of MS Office 365 and confidence in using digital tools.
- Strong organisational and communication skills, reliability, initiative, and the ability to manage several tasks and deadlines while working independently and as part of a team.

WILL BE AN ASSET

- Experience supporting communication activities, events, or projects, including cooperation with external service providers, preferably in an international, cultural, educational, or non-profit environment.
- Experience coordinating with external service providers, such as translators, copywriters, designers, or other creative professionals.
- Knowledge of German or willingness to learn German.

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 Communication - Name.**

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



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