

# VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

## JUNIOR OFFICER EU

**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

- Support the preparation and follow-up of EUNIC meetings and activities, including scheduling, meeting minutes, communication, and documentation.
- Support cooperation with EU-funded projects, including research, maintaining project information, and organising exchange and networking activities.
- Support the EUNIC Grants application process, including communication with applicants, organisation of meetings, and maintaining grant documentation.
- Provide administrative support for programme activities and related financial processes, in line with programme requirements, internal procedures, and EU regulations.
- Support communication and visibility activities, including preparing information, maintaining lists and databases, and assisting with events and presentations.
- Collect and maintain project data and documentation and support reporting and monitoring activities.
- Provide administrative and organisational support to the EU Manager.

## SKILLS AND QUALIFICATIONS NEEDED

- University degree or a comparable qualification, preferably in the fields of European Studies, International Relations, Cultural Management, Public Administration, or a related discipline.
- Initial professional experience in international project administration, programme support, international projects, partnerships, or a similar area.
- Basic knowledge of European funding programmes and international cooperation frameworks.
- Excellent knowledge of Ukrainian and English, good knowledge of German, or a willingness to learn German.
- Experience with financial, accounting, and reporting documentation, and the ability to follow administrative and financial procedures.
- Strong organizational and administrative 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.
- Open communication style, willingness to learn, accept feedback, and develop professionally.

## WILL BE AN ASSET

- Experience in the cultural, educational, or NGO sector.
- 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](mailto:bewerbungen-ukraine@goethe.de) with the reference **Junior Officer EU - Name**.

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



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