

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

JUNIOR OFFICER GRANTS

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 administration of grant procedures, including calls for applications, application documents, systems, and deadlines.
- Assist with the formal review of applications, including completeness and eligibility checks.
- Support selection procedures by preparing documents, organising meetings, taking minutes, and maintaining records.
- Communicate with applicants and grant recipients regarding routine questions, contracts, deadlines, deliverables, and reporting.
- Provide administrative support for programme activities and related financial processes, in line with programme requirements, internal procedures, and EU regulations.
- Maintain grant-related databases, monitoring tools, and documentation and support the preparation of reports.

SKILLS AND QUALIFICATIONS NEEDED

- University degree or a comparable qualification, preferably in the fields of European Studies, International Relations, Cultural Management, Public Administration, Social Sciences, or a related discipline.
- Professional experience in grant administration, grant implementation, reporting, or other funding-related activities.
- 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.
- Proven practical experience with project management and monitoring tools (e.g. application management systems and reporting tools).

WILL BE AN ASSET

- Experience working with EU-funded or internationally funded projects.
- 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 Grants - Name**.

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



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