

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

MANAGER 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 strategic direction and oversee the implementation of the Capacity Building programme line within the House of Europe III programme.
- Lead and coordinate the Capacity Building team, including planning, allocation of responsibilities, and supervision of programme activities.
- Oversee the design and delivery of Capacity Building workshops, the Cultural Transformation Lab (CTL), and alumni activities, ensuring quality and alignment with programme objectives.
- Oversee participant selection, scholarships and grants, calls for applications, and related programme processes.
- Manage programme budgets and ensure compliance with EU requirements, project procedures, and the Description of Action (DoA).
- Monitor programme implementation, results, and performance indicators and ensure timely and accurate reporting to project management, the Goethe-Institut, and the European Union.
- Coordinate closely with Finance, Communications, operational teams, and the Goethe-Institut Ukraine programme team to ensure effective implementation and communication of programme activities.
- Identify risks, challenges, and opportunities and develop appropriate solutions to ensure effective delivery and continuous improvement of the programme line.

SKILLS AND QUALIFICATIONS NEEDED

- University degree in a relevant field, such as Cultural Management, Education, Cultural Studies, Social Sciences, or a related discipline.
- 4+ years of relevant professional experience, including proven experience in managing projects or programmes, preferably in an international or EU-funded environment.
- Strong leadership and coordination skills, with the ability to manage a multi-disciplinary team and structure complex work processes.
- Strong experience in programme planning, budget management, monitoring, and reporting, with the ability to oversee multiple activities and priorities simultaneously.
- Excellent stakeholder management and communication skills, including experience working with international partners, institutional stakeholders, donor representatives, and professional networks.
- Good knowledge of the Ukrainian cultural and education sectors, including relevant professional networks.
- Excellent knowledge of Ukrainian and English, good knowledge of German, or a willingness to learn German.



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- 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.
- Willingness and availability to travel for business.

WILL BE AN ASSET

- Experience working with third-party funding.
- 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 **Manager Capacity Building - Name**.

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



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