

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

MANAGER 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

- Manage strategic partnerships and networks with European and Ukrainian cultural institutions and relevant stakeholders.
- Serve as the EUNIC Focal Point, coordinating EUNIC meetings, activities, communication, and follow-up.
- Coordinate cooperation with EU-funded programmes and projects, including networking, knowledge exchange, and partnership development.
- Manage the EUNIC Grants funding line, including planning, implementation, applicant communication, and grant administration.
- Develop and coordinate measures to strengthen the visibility and European positioning of the House of Europe III programme.
- Oversee the monitoring and documentation of partnerships, cooperation activities, and networking outcomes; provide analytical input and recommendations for reports and the further development of European networking activities.
- Ensure effective coordination with operational teams across, as well as Project Coordinator, Finance, and Communications teams.

SKILLS AND QUALIFICATIONS NEEDED

- University degree or comparable qualification in a relevant field, such as European Studies, International Relations, Cultural Management, Public Administration, or a related discipline.
- Several years of experience in coordinating international partnerships, networks, or EU-funded projects.
- In-depth understanding of European funding mechanisms and the structures of EU institutions, EUNIC, and other international cooperation networks.
- Proven experience in stakeholder engagement, partnership development, and international networking.
- Experience in designing, organizing, and moderating networking, dialogue, and cooperation initiatives.
- Strong analytical and strategic thinking skills, with the ability to develop and expand partnerships, identify opportunities, and translate them into concrete initiatives.
- Excellent communication, negotiation, and representation skills, with confidence in working with high-level stakeholders in multicultural and international environments.
- Strong knowledge of Ukraine's cultural, education, and civil society sectors and 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, including the ability to work in line with internal procedures and EU requirements.
- Excellent organisational skills, reliability, initiative, and the ability to manage multiple priorities independently and effectively.
- 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 EUNIC or other European cultural networks and established contacts within relevant European institutions and partner organisations.
- 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 a 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 EU - Name.**

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



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