

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

SENIOR OFFICER 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

- Support the Capacity Building Manager in the implementation of the programme line within the House of Europe III project.
- Assist in planning and coordinating Capacity Building workshops, the Cultural Transformation Lab (CTL), and alumni activities.
- Design, delivery and facilitation of online and in-person workshops, labs, and other learning activities, ensuring a high-quality participant experience.
- Assess capacity-building needs and identify suitable experts, trainers, and other contributors in close cooperation with the Capacity Building Manager.
- Coordinate calls, participant selection, event logistics, and all preparatory and follow-up activities for workshops, labs, and related programme activities.
- Plan and monitor activity-related budgets and expenditures, ensuring compliance with EU regulations, project requirements, and internal financial procedures.
- Maintain accurate project documentation, collect and manage programme data and performance indicators, and contribute to internal monitoring, reporting, audits, and compliance reviews.
- Work closely with Finance, Communications, operational teams, and the Goethe-Institut Ukraine programme team.

SKILLS AND QUALIFICATIONS NEEDED

- University degree in a relevant field, such as European Studies, Political Science, International Relations, Cultural Management, or Public Administration, or a related discipline.
- 2+ years of relevant professional experience, ideally in project programme coordination, or a similar role. Experience in international partnerships, networks, or EU-funded projects is highly desirable.
- Proven experience in coordinating projects, workshops, events, or other programme activities involving multiple stakeholders.
- Experience working with EU-funded projects, including knowledge of relevant funding mechanisms, procurement procedures, and compliance requirements.
- Knowledge of and established networks within the Ukrainian cultural and education sectors.
- 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.
- 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.



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- Strong organisational and coordination skills, with the ability to manage multiple tasks, deadlines, and stakeholders independently.

WILL BE AN ASSET

- Established professional networks within the Ukrainian cultural and education sectors.
- 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 **Senior Officer Capacity Building - Name.**

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



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