



Call for a Manager for Capacity Building Activities and Discourse Formats

Goethe-Institut Ukraine is looking for a full-time Manager (100%) for its EU-funded project House of Europe from October 2024 to December 2024 with a possibility for prolongation until May 2026.

Goethe-Institut is the cultural institute of the Federal Republic of Germany operational worldwide. With a network of 150 institutes, we create platforms of international cultural exchange and implement a wide variety of cultural and educational programmes. Goethe-Institut Ukraine is actively strengthening the cultural and educational infrastructure in Ukraine, facing the Russian full-scale aggression. As an essential part of its work, Goethe-Institut Ukraine is implementing the EU-funded House of Europe programme.

House of Europe

1

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU countries and the UK.

The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media. An additional priority is put on supporting the national minorities of Ukraine.

This encompasses 20+ separate programme lines enabling Ukrainians to carry out personal projects, or to enrol in courses, conferences, and internships in the EU and the UK. The programme funds cultural cooperation and literature translation between Ukraine and the EU and the UK, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage, the development of creative businesses and media projects, and the holding of cultural events outside the Kyiv bubble. Various learning and matchmaking opportunities, such as Digital Labs, workshops, discussions, conferences, and hackathons, are offered.



What you will be doing

- Managing **Digital Labs: culture professionals** and **Digital Labs: educators**
- Curating conferences with Ukrainian and foreign partners
- Designing other educational formats in the field of culture and creative industries, cultural heritage, media, youth, and national minorities
- Cooperating with the Team Lead and managing a team of three people
- Cooperating with other programme lines as well as with the Programme Department of Goethe-Institut Ukraine, Communication, Monitoring & Evaluation, and Finance and Administration
- Representing Goethe-Institut Ukraine and House of Europe and moderating events
- Managing and controlling operational finances
- Ensuring compliance with administrative rules and procedures of the Goethe-Institut and the EU: procurements, documentation of spending, and financial reporting
- Ensuring programme activities meet expectations and delivering them on time
- Synchronising the activities with other departments of Goethe-Institut Ukraine
- Reaching out to and collaborating with partners, experts, professional networks, and organisations from Ukraine and the EU
- Contributing to the visibility of Goethe-Institut Ukraine and the House of Europe programme

2

What skills and qualifications do you need

- University degree
- English and Ukrainian to C1 level
- 3+ years of experience of working in a donor-funded programme
- 3+ years of working with educational formats in the cultural or educational sector



- Knowledge of the Ukrainian cultural sector
- Experience in leading a team
- Experience in an international, English-speaking environment
- Strong leadership skills, ability to be a team player and react to problems in teams
- Self-reflection and ability to productively work with feedback
- Structured and result-oriented approach, ability to get things done
- Availability to work under stress, with a temporarily high workload, and under minimal supervision
- Readiness to travel for business, work on weekends and in the evenings when needed

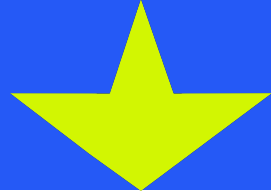
What will be an asset

- Confident German
- Experience in developing and managing international cultural exchange programmes
- Experience in event organisation
- Experience in grant management
- Knowledge of ethnic minorities in Ukraine
- Good presentation skills

3

What will you get

- Full-time job with flexible working hours from October 2024 till December 2024 with a possible prolongation until May 2026
- In the ordinary conditions – job in a modern office in the historical Pechersk district of Kyiv. During the war – the opportunity to work remotely.
- Good salary and employment contract according to Ukrainian labour legislation.
- Health insurance and free German language courses at Goethe-Institut Ukraine.
- International multi-skilled team working on a challenging EU programme in Ukraine.



How to apply

Please create one single PDF file, featuring:

- **Application form** filled out in English indicating at least one reference person
- CV in English
- University degree and other relevant work, education, language certificates
- Scan of work book (трудова книжка) if possible

Please send your PDF file to hr@houseofeurope.org.ua with the subject "House of Europe Manager Capacity Building Activities and Discourse Formats". **The deadline for applications is Thursday 3 October 2024, 15.00 Kyiv time.**

Do not forget to mention your telephone number. We will call you to schedule a meeting if your application catches our attention.

Whatever the answer is, all candidates will be contacted.