



Call for an Infrastructure Grants Officer

We are looking for a full-time **Infrastructure Grants Officer**. Our perfect candidate is an experienced in day-to-day grant management operations, highly knowledgeable about the cultural infrastructure in Ukraine and ready for intensive work.

If this is for you, read the document carefully and make sure to **apply before Sunday 3 March 2024, 15.00 Kyiv time.**

House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries and the UK. The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media.

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This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered. Implementation of House of Europe is led by Goethe-Institut Ukraine.

What you will be doing

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



- Conducting open calls and securing fair and transparent granting of Ukrainian organisations
- Processing agreements, reports, and other documents from grantees both from administrative and content points of view
- Checking complex grants reports, budgets, and procurements both for actual correctness and content accordance
- Communicating with grantees: answering the questions during the open calls and explaining additional requests and corrections to their reports in simple terms
- Communicating and supporting the work of independent experts during the evaluation of grant applications
- Cooperating with the manager on all tasks, but particularly to ensure effective and transparent running of grant
- Pre-accounting of payments
- Working with Excel databases
- Working with grant management system Good Grants
- Overseeing work of an assistant
- Contributing to the team effort where needed

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What skills and qualifications do you need

- 2+years of experience in grant management
- Understanding of cultural sector in Ukraine
- Experience in working with accounting and reporting documentation
- Ability to grasp and apply complex administrative rules, financial requirements, and legislation
- Ability to communicate in a calm, open, concise manner
- Excellent knowledge of MS Excel, Office Suite
- At least B2 in English and Ukrainian
- Organisational skills, self-initiative, responsibility, flexibility, and resilience
- Both ability to work in a team and with a degree of independence

What will be an asset





- Experience in working in an international, English-speaking environment
- Experience in working with construction budgeting, particularly the procurement of goods and services
- Knowledge of German

What will you get

- Full-time job until 31 December 2024
- 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.

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How to apply

Please create one single PDF file, featuring:

- **Application form**, filled out in English
- CV in English
- University degree and other relevant work, education, language Certificates and, if possible, a current extract from your workbook.

Mail your PDF file to hr@houseofeurope.org.ua with the subject “Infrastructure Grants Officer”. **The deadline for applications is Sunday 3 March 2024.**

Only selected candidate will be contacted. Do not forget to mention your telephone number. We will use it to schedule a personal meeting if your application is promising.