

VACANCY



Goethe-Institut Ukraine is looking for a dedicated and experienced Grant Manager.

Position:

“DEMAND MANAGER B” AT “HOUSE OF EUROPE” PROGRAMME

(Demand B includes: International Cooperation Grants, Infrastructure Grants, and Cultural Heritage Digitalisation Grants)

Scope of employment: 100 %

Weekly working hours: 40 hours

Place of employment: Kyiv, or Ukraine

Contract duration: from mid-September 2025 until 31 May 2026 (with a possibility of prolongation until August 2026)

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.

Goethe-Institut Ukraine in Kyiv is active since 1993. As part of its programme activities, it makes an important contribution to supporting the Ukrainian cultural scene, especially since the beginning of the full-scale war of aggression against Ukraine. We work closely with our Ukrainian partner network in education and culture and implement a wide range of activities with a hybrid and international team both in Ukraine and in Germany. We are looking for qualified and highly motivated colleagues with permanent residence in Ukraine.

An important element of our activities is the implementation of the EU-funded [House of Europe](#) programme.

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 15+ 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.



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VACANCY

YOUR DAILY ROUTINE

- Managing four grant lines ranging from EUR 10,000 to EUR 99,000: [Small Infrastructure Grants](#), [Large Infrastructure Grants](#), [International Cooperation Grants](#), and [Cultural Heritage Digitalisation Grants](#).
- Preparing grant open calls, evaluation criteria, and managing the selection process.
- Managing grant reporting, including communication with grantees and monitoring of project implementation.
- Ensuring compliance with administrative rules of Goethe-Institut and the EU: procurements, documentation of spending, and financial reporting.
- Managing and controlling operational finances.
- Cooperating with the Team Lead and managing a team of four people.
- Cooperating with other departments such as Communications, Monitoring & Evaluation, and Finance and Administration as well as with the programme department of Goethe-Institut Ukraine.
- Representing House of Europe and Goethe-Institut Ukraine at events.
- Ensuring programme activities meet expectations and delivering them on time.
- Reaching out to and collaborating with partners, experts, professional networks, and organisations from Ukraine and the EU.
- Contributing to the visibility of the House of Europe programme and Goethe-Institut Ukraine.

SKILLS AND QUALIFICATIONS NEEDED

- University degree.
- English and Ukrainian to C1 level.
- 3+ years of working with grants, ideally in the cultural sector.
- 3+ years of experience of working in a donor-funded programme.
- Knowledge of the Ukrainian cultural sector.
- Experience in leading a team.
- Experience in reviewing project reports both content-wise and financially.
- Experience in an international, English-speaking environment.
- Knowledge in the field of financial obligations and regulations of public organisations and individual entrepreneurs in Ukraine.
- Strong leadership skills, ability to be a team player and react to problems.
- 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.



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WILL BE AN ASSET

- Confident German.
- Knowledge of national minorities in Ukraine.
- Good presentation skills.

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, extract from workbook, and other relevant work, educational, or language certificates.

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 **Demand Manager B Grants House of Europe - Name**.

Deadline for application is **31 August 2025**.



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