



# VACANCY

The Goethe-Institut Ukraine is looking for a dedicated

## MONITORING AND EVALUATION OFFICER

**Scope of employment: 100 %**

**Weekly working hours: 40 hours**

**Place of employment: Kyiv, or Ukraine**

**Contract duration: until 31.05.2026 (subject to the allocation of funding)**

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** has a large institute in Kyiv. 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.

### YOUR DAILY ROUTINE

- Implementing and further developing the monitoring and evaluation strategy of House of Europe.



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## VACANCY

- Developing and analysing the surveys for people and organisations supported by House of Europe.
- Ensuring the monitoring data meets the target values.
- Preparing annual and final reports for the EU.
- Providing the documents for external evaluations.
- Drafting internal and external presentations on the achievements of the programme.
- Helping with updating and standardising the documents: contract templates, etc.
- Analysing the data, defining lessons learnt, and sharing the findings with the team.

### SKILLS AND QUALIFICATIONS NEEDED

- University degree in social sciences, business administration, cultural management, or equivalent.
- English and Ukrainian to C1 level.
- At least three years' experience in monitoring and evaluation, preferably in culture, education, or civil society.
- Experience with EU-funded programmes or other big-scale projects, including working with logframes.
- Experience in evaluation, especially of cultural projects.
- Knowledge of quantitative and qualitative methods of empirical social research.
- Ability to successfully work in a team while being self-motivated and proactive.
- Proficiency in modern tools for monitoring.
- High proficiency in MS Office, Typeform, and Good Grants.
- Proactive, solution-oriented approach.
- Self-reflection and acceptance of criticism.
- Attention to detail and accuracy.

### WILL BE AN ASSET

- Experience in working with the EU tool [OPSYS](#) (especially Logframes).
- Confident German.
- Experience in working in an international, English-speaking environment.

### WHAT WILL YOU GET

- Full-time position with flexible working hours.



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- 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](mailto:bewerbungen-ukraine@goethe.de) with the reference **Monitoring and Evaluation Officer**.

Deadline for application is **2 April 2025, 15.00** Kyiv time.



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