

Call for an International Cooperation Grants Assistant

We are looking for a full-time assistant to enhance the team working **International Cooperation Grants**. Our dream assistant is an efficient and precise person ready to spend weekdays meticulously checking grant documentation and communicating with grantees.

If this is for you, read the document carefully and make sure to **apply before Sunday 30 June 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.

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.

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.



What you will be doing

- Collecting, preparing, processing, and storing agreements, reports, and other documents
- Checking complex grants reports, budgets, and procurements
- Communicating with grantees: answering the questions during the open calls and explaining additional requests and corrections to their reports in simple terms
- Make short translations of financial documentation into English
- Pre-accounting of payments
- Working with Excel databases
- Working with grant management system Good Grants
- Helping with other tasks as needed

What skills and qualifications do you need

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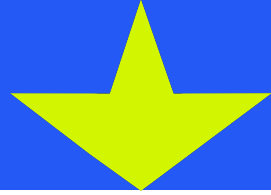
- Experience in working with accounting documentation
- Ability to grasp and apply complex administrative rules
- Ability to communicate in a friendly and concise manner
- Excellent knowledge of MS Excel, Office Suite
- Confident English and Ukrainian (B2 or higher)
- Organisational skills, self-initiative, responsibility, flexibility, and resilience
- Ability to work in a team

What will be an asset

- Experience with grant management
- Experience in working in an international, English-speaking environment
- Knowledge of German

What will you get

- Full-time job until 31 December 2024 with the possibility of prolongation.



- 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
- CV in English
- Scan of work book (трудова книжка)
- University degree and other work, education, and language certificates

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Mail your PDF file to hr@houseofeurope.org.ua with the subject “International Cooperation Grants Assistant”. The deadline for applications is Sunday 30 June 2024, 15.00 Kyiv time.

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