

Call for an Education Officer

We are looking for a proficient and passionate part-time Education Officer to advance the [Digital Labs: educators](#).

Digital Labs: educators are mini hackathons for everyone involved in changing the educational sphere in Ukraine for the better. For participants, those are 9 days, 15 workshops with experts, 5 hours of personal mentoring sessions, and one project idea. For you: an opportunity to manage a challenging project, expand your professional network with experts from abroad, and back the educational reform in Ukraine.

Read the details carefully, and apply [before Monday 12 June 2023, 15.00 Kyiv time](#).

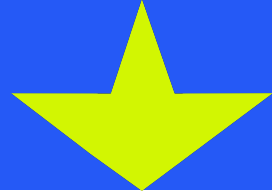
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House of Europe

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

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.



creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered.

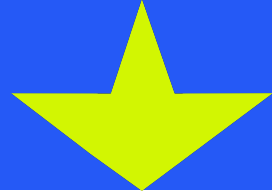
The programme is implemented by Goethe-Institut, the cultural institute of the Federal Republic of Germany. An Education Officer will work on programmes within House of Europe and will be part of the team of Goethe-Institut Ukraine.

Your daily routine

- Managing full-cycle of **Digital Labs: educators**, ensuring they are delivered on time and to budget
- Designing high quality programme curriculum for Digital Labs and tailoring other capacity-building activities for education professionals
- Reaching out to and collaborating with experts, organisations, and professional networks from Ukraine and the EU* to design engaging programmes of the Digital Labs: educators
- Managing stakeholder relationships with speakers, partners and alumni of the programmes
- Managing open calls for participants and developing selection criteria
- Collecting statistical information and feedback from participants of the Digital Labs: educators to adjust the programme to the audience's needs
- Managing operational finances, financial planning, timeliness of payments, and reporting for the activities
- Subcontracting experts and partners in compliance with administrative rules: tenders and procurements, documentation of spendings
- Taking care of the related paperwork

What skills and qualifications do you need

- 2+ years of experience in project management
- English and Ukrainian to C1 level
- University degree in pedagogics, teaching, or social science
- Experience and network in the educational sector



- Ability to successfully work in a team, while being self-motivated and illustrate initiative with regards to job responsibilities
- Self-reflection and acceptance of criticism
- Structured and result-oriented approach
- Ability to work under stress and with temporarily high workload
- Readiness to travel for business and work on weekends and in the evenings when needed

What will be an asset

- Confident German
- Experience in conceptualising educational programmes
- Experience in designing online events, especially for educators
- Experience in civil engagement, reform processes, or change management
- Experience in managing international exchange
- Experience in working for donor-funded projects
- Experience in working in an international, English-speaking environment

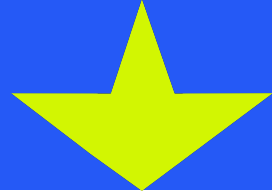
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What will you get

- Part-time job with flexible working hours from July 2023 till June 2024. You will spend about 30 hours per week on our tasks.
- 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 fill out an [application form](#) in English and send it to hr@houseofeurope.org.ua with the subject “Education Officer”. The deadline for applications is **Monday 12 June 2023, 15.00 Kyiv time.**



You should also attach:

- CV in English
- University degree and other work, education, language certificates (JPG or PDF)

Do not forget to mention your telephone number. We will use it to hold a short phone interview and schedule a personal meeting if your application is successful.

Only short-listed candidates will be contacted.