

Job no: 594472

Contract type: Temporary Appointment

Duty Station: Cotonou

Location: Benin

Categories: Operations

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do for as long as we are needed. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for professional and personal development that will help them reinforce a sense of purpose while serving children and communities across the world. We welcome everyone who wants to belong and grow in a diverse and passionate culture, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, the right to a champion.

The fundamental and primary mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in child survival, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The Operations function is a strategic Business Partner role within the Senior Management Team, assuring the best use of UNICEF assets in alignment with sound management practices, office priorities and goals to deliver results for children. The function supports the Head of the Office on managing the office and monitoring operations and programmes as needed while providing advice on best and innovative management practices to enhance office performance.

You as a Deputy Representative, Operations, at the P4/NOD level, will be in a large UNICEF country office, reporting to the Head of Office at D1/P5 level for general supervision and management.

How can you make a difference?

As a Strategic Business Partner and Deputy for the Head of the Office, you will be responsible to lead for results, drive change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in all operational contexts.

Key responsibilities:

- **Valuing People:** Lead, manage and develop people resources to promote technical competence and foster career progression and retention of a “fit for purpose”/ agile workforce within the Operations Function.
- **Valuing Money:** Champion strategic resources to achieve organizational goals and ensure Value for Money (VfM)
- **Valuing Risk Management:** Enhance Risk Management to increase organizational performance and strengthen internal control
- **Valuing Systems and Structures:** Ensure further operational centralization and optimization for maximized efficiency gains
- **Valuing Partners:** Strengthening internal and external-facing partnerships and leveraging UNICEF’s oversight and understanding of financial management across all areas of the office.

If you would like to know more about this position, please review the complete Job Description here:  [GJP 138048 TA Deputy Representative Operations P4.docx](#)

To qualify as an advocate for every child you will have...

Minimum requirements:

- **Education:** An Advanced University Degree (Master’s and above) in one of the following areas is required: Business management; Financial management; Accounting; Public Finance; and related operations function (Supply Chain, Human Resources, Information Technology, International Business, Project management, etc.) is required.
- **Work Experience:** A minimum of 8 years of professional experience, at the national and international level, is required, specifically in implementing strategic organizational initiatives in one or more operations management area including budget; financial management and reporting; facilities management; administration; supply and logistics management; information and communication technology; human resources. Experience in Results Based Management is a requirement.
- **Skills:** Familiarity with Microsoft Office applications is required.
- **Language Requirements:** Fluency in English and French is required.

Desirables:

- Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language.
- A full professional accounting designation (CA, ACA, ACCA, CPA, CIMA, CPFA, Expert Comptable) from an internationally recognized institute/body of accountancy with valid membership in good standing is an asset.

- Prior experience in the development sector or UN system/ international NGOs would be an asset.
- For country offices with a significant private sector fundraising operation, prior experience working with or in the private sector, and supporting private sector fundraising, is desirable.
- Additional experience in one or more of the following areas, would be desired: Audit and investigations, Safety and security, Grant Management, Enterprise Risk Management
- Experience in a UN system agency, large private or public company, or experience working in a developing country and/or humanitarian/ emergency context is an asset.
- Experience in working with corporate ERPs (Enterprise Resource Planning) and IPSAS (International Public Sector Accounting Standards) is highly desirable.
- Experience in supporting successful client-oriented work units is an asset.
- Previous hands on experience in strategic operations is a strong asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others

Familiarize yourself with [our competency framework](#) and its different levels.

This position has been assessed as an elevated risk role for Child Safeguarding purposes as it is either a role with direct contact with children, a role that works directly with identifiable children's data, a safeguarding response role, or an assessed risk role. Additional vetting and assessment for elevated risk roles in child safeguarding (potentially including additional criminal background checks) apply.

UNICEF promotes and advocates for the protection of the rights of every child, everywhere, in everything it does and is mandated to support the realization of the rights of every child, including those most disadvantaged, and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, minority, or any other status.

UNICEF encourages applications from all qualified candidates, regardless of gender, nationality, religious or ethnic backgrounds, and from people with disabilities, including neurodivergence. We offer a wide range of benefits to our staff, including paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF provides reasonable accommodation throughout the recruitment process. If you require any accommodation, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#). Should you be shortlisted, please get in touch with the recruiter directly to share further details, enabling us to make the necessary arrangements in advance.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF is committed to fostering an inclusive, representative, and welcoming workforce. For this position, eligible and suitable female candidates are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally required to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

UNICEF staff members holding fixed-term, continuing, or permanent appointments who are considered to be on abolished post status may apply for this temporary position and, if selected with a start date before 31 December 2025, may take it up as a temporary assignment, in line with UNICEF guidance on separation due to the abolition of posts or staff reduction. They will retain their fixed-term entitlements but will not hold a lien to their abolished post. For other scenarios where a Temporary Assignment may be possible, please refer to [Additional guidance on IP to IP temporary assignments after completion of the full TOD.pdf](#) (accessible to UNICEF personnel only).

The conditions of a temporary assignment, including relocation entitlements, will depend on the status of the staff member's original appointment and may be limited in accordance with applicable UNICEF policies, procedures, and practices in force.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Humanitarian action is a cross-cutting priority within UNICEF's Strategic Plan. UNICEF is committed to stay and deliver in humanitarian contexts. Therefore, all staff, at all levels across all functional areas, can be called upon to be deployed to support humanitarian response, contributing to both strengthening resilience of communities and capacity of national authorities.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).

Advertised: 14 Jul 2026 W. Central Africa Standard Time

Deadline: 28 Jul 2026 W. Central Africa Standard Time