

Job no: 594689

Contract type: Fixed Term Appointment

Duty Station: Accra

Location: Ghana

Categories: Administration

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 Future*

How can you make a difference?

UNICEF has been the leading child-rights organization, and a respected partner, for saving and improving children's lives. In Ghana, UNICEF cooperates with the Government and other partners to advocate for the protection of children's rights, to ensure equitable access to quality social services, and to expand children's opportunities to reach their full potential. With offices in Accra and Tamale, the UNICEF team seeks to achieve results in strategic programme areas. The overall goal is for every child to survive and thrive, to live in a safe and clean environment, to learn, to be protected from violence and exploitation, and to have an equitable chance in life. UNICEF main strategies include evidence-based advocacy, system strengthening, integrated programming across sectors, emergency preparedness and response, and innovation.

Purpose

The administrative officer will be accountable for delivery of efficient and cost-effective administrative support services, providing guidance for operations of administrative support services and management of administrative staff. Ensures the office's administrative operations and services are in compliance with the organization's administrative policy, procedures, rules and regulations.

Key functions, accountabilities and related duties/tasks

1. Policy, procedures and strategies

Provides strategic leadership and oversight for the effective implementation of administrative policies, procedures, and internal controls, ensuring compliance, operational efficiency, and continuous improvement. Advises management on administrative planning, risk mitigation, and process optimization, while strengthening support to the office through effective service delivery, contract management, and oversight of administrative operations.

2. Budget Management

Supports strategic budget planning, monitoring, and control to ensure efficient office operations, while providing cost estimates, resource planning, and administrative support to the sub-office.

3. Administrative Support and Services

Leads the delivery of efficient and cost-effective administrative services, including facilities, transport, travel, procurement, communications, and vendor management, while promoting staff safety, business continuity, and UN common services efficiencies.

4. Property management

Supports property management of administrative supplies, office equipment and vehicles, updating inventory of items.

5. Contract arrangement and control

Ensures that all administrative transactions and arrangements of contracts are in compliance with the applicable policies, procedures, rules and regulations.

6. Staff learning and development

Collaborates on the development of training activities to ensure effective performance in administrative services management.

7. Partnership, coordination and collaboration

As required, under direction of the supervisor, collaborates with other agencies, local authorities and implementing partners on administrative matters including information exchange and harmonization.

If you would like to know more about this position, please review the complete Job Description here:  [JD Administrative Officer - NO-2.pdf](#)

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

Minimum requirements

- **Education:** Bachelor or equivalent (First Level University Degree) in Accounting, Business Administration, Finance, Social Science, Administration and any other relevant field of discipline and any other related fields.
- **Work Experience:** Minimum two years of relevant professional work experience with both national and International work experience in office management, administration, finance, accounting, ICT, human resources, supply or any other relevant function. Work experience in emergency duty station.
- **Skills:** Strategic use of innovative digital tools and data analytics: ability to monitor administrative KPIs using digital tools and analytics to support operational efficiency & accountability
- **Language Requirements:** Fluency in English is required

Desirables

- Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
- Operational Risk Management: ability to identify operational risks affecting facilities, fleet, assets, and service delivery, and assess their impact on office operations.
- Business Operations Strategy /Common Services Coordination and Stakeholder Partnership Management
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.

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
- (8) Nurtures, leads and manages people

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

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 are conditional on the selected candidates willingness to comply with current or future vaccination requirements, should UNICEF mandate it for personnel. Failure to comply with such requirements, where applicable and without a duly approved medical exemption from the relevant UN authority, will result in the cancellation of the selection or may lead to other administrative measures, including separation from service.