

Job no: 594698

Contract type: Temporary Appointment

Duty Station: Maiduguri

Location: Nigeria

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 Champion.

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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 the health, 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. In Nigeria, UNICEF works in a complex humanitarian and development setting to fulfill and protect children's rights in partnership with the government, civil society, children, and families. UNICEF Nigeria is one of the largest UNICEF Country Offices globally - click the link to learn more about UNICEF in Nigeria: <https://www.unicef.org/nigeria/>

How can you make a difference?

Under the supervision and guidance of the supervisor, you, as the Administrative Assistant is responsible for executing a broad variety of routine tasks for the respective unit requiring full knowledge of UNICEF administrative procedures, processes and policies.

Summary of key functions/accountabilities:

- Communications & Workflow
- Calendar/Meetings/Correspondence Management
- Events/Logistics
- Travel Assistance
- Invoice Processing
- Supplies/Equipment
- Attendance Monitoring

If you would like to know more about this position, please review the complete Job Description here:  [TOR - Administrative Assistant, G4, Maiduguri - ws.pdf](#)

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

Minimum requirements:

- **Education:** Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
- **Work Experience:** A minimum of 4 years of relevant administrative or clerical work experience is required.
- **Skills:**
 - Project Management:
 - Use project management tools to organize and track tasks within a project
 - Schedule and prioritize tasks to meet deadlines
 - Provide project updates and report issues
 - Collaboration:
 - Use tact and discretion in sensitive situations
 - Communicate thoughtfully and diplomatically considering how words may be perceived by others
 - Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions
 - Communicate key points and recommendations verbally in a clear and direct manner
 - Organize, visualize and present data, tailoring visuals to highlight key insights
 - Problem Solving:
 - Compare different sets of information to identify correlations and differences
 - Analyze information to identify the root cause of problems and possible risks
 - Identify key data and patterns in reports and summaries
 - Organize, visualize and present conclusions in a structured and logical way
 - Consider and suggest possible solutions to resolve problems independently
 - Consider available information when making decisions
 - Digital Dexterity:

- Use AI tools and digital platforms to collect information
- Assess AI generated tasks for accuracy and effectiveness
- Use key organizational business systems and digital platforms
- Manage and organize digital documents and files in alignment with digital workforce policies and culture
- Safeguard documents ensuring confidentiality and manage data risks
- **Language Requirements:** Fluency in English is required.

Desirables:

- Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language
- Familiarity/ background with emergency is highly desirable.
- 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

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.