

Job no: 585724

Contract type: Fixed Term Appointment

Duty Station: Cotonou

Level: P-4

Location: Benin

Categories: Operations

This is a re-advertisement, candidates who have already applied do not need to re-apply.

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?

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.

- 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:  [JD - Deputy Representative Operations_P4.pdf](#)

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

Minimum requirements:

- **Education:** Master or equivalent (Advanced University Degree) in Business Management, Financial Management, Accounting, Public Finance, and related operations function (Supply Chain, Human Resources, Information Technology, International Business, Project Management, etc.) or 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 required.
A Bachelor or equivalent (First Level University Degree) in a relevant area combined with 2 additional years of relevant work experience may be accepted in lieu of an advanced university degree. This is applicable to internal (FT, Continuing and Permanent) staff only.
- **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.
- **Skills:** Leadership, Supervisory, Operations experience, Risk management.
- **Language Requirements:** Fluency in English and French is required.

Desirables:

- Language: Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
- Private sector, Audit and investigations, Safety and security, Enterprise Risk Management, Grant Management
- Prior experience in the development sector or UN system/International NGO would be an asset
- 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](#)

The 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.

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 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.

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: 03 Jul 2026 W. Central Africa Standard Time

Deadline: 17 Jul 2026 W. Central Africa Standard Time