

Job no: 594942

Contract type: Temporary Appointment

Duty Station: Dakar

Location: Senegal

Categories: Programme Management

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

How can you make a difference?

You will report to the Representative who will provide you with overall guidance and oversight related to key duties and responsibilities described below.

For duties mentioned in B and C, you will also benefit from a matrix management exercised by the Deputy Representative-Operations. You will provide dedicated senior-level project management, strategic coordination, and surge capacity to ensure organizational readiness for the relocation to Diamniadio.

MAJOR RESPONSIBILITIES:

- PBR Process & UNHMU Workforce Implementation
- Relocation Operations & Logistics Coordination
- Change Management, Staff Engagement & Support
- Key outcomes and Deliverables

Phase / Focus Area	Key Deliverables	Expected Timeline
PBR & Workforce Readiness	● Finalized UNHMU PBR package (affordability analysis, JDs, organizational charts).	Mid-September
	● Fully executed recruitment plan delivering complete UNHMU staffing.	End-November 2026

Relocation & Facilities Management

- Master Relocation & Handover Workplan (including risk register and seating plans).
 - Decommissioning plan for current premises executed ahead of lease expiry.
 - Business continuity protocols finalized and operationalized.
- Ongoing through Dec 2026

Change Management & Staff Support

- Validated Change Management Task Force (CMTF) Workplan.
 - Functioning Staff Inquiry System with established
- Ongoing

SLA response

times.

- Execution of Staff

Support Plan

(SSP) workshops

and support

interventions.

If you would like to know more about this position, please review the complete Job

Description here:  [TOR Project Manager, P-5, #138117, TA \(6 months\), Dakar, Senegal - WCAR.pdf](#)

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

Minimum requirements:

- **Education:** An advanced university degree (Master's or equivalent) in Project Management, Business Administration, Public Administration, Operations Management, Change Management, or a related field.
- **Work Experience:** Minimum of 10 years of progressively responsible professional experience in project management, large-scale organizational change management, facility relocation, or complex operational transformations within international organizations. Proven track record of managing multi-stakeholder projects, complex workforce transitions, or UN common premises initiatives.
- **Skills:**

- Strong knowledge of organizational design, workforce planning and Programme Budget Review (PBR) processes in complex project and organizational transformation environments.
- Proven expertise in leading large-scale organizational change initiatives, complex transformation programmes, and enterprise-wide project management.
- Excellent stakeholder management, influencing and negotiation skills, with the ability to engage senior leadership, UN agencies, government counterparts to build consensus and manage expectations.
- Strong ability to develop and implement communication and stakeholder engagement strategies for complex organizational transformation programmes.
- Language Requirements: Fluency in English and French is required.

Desirables:

- Language: Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.
- Familiarity with UN/UNICEF operational policies, PBR mechanisms, HR practices, and administrative procedures is highly desirable.

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