

Job no: 595552

Contract type: Temporary Appointment

Duty Station: Yaounde

Level: G-6

Location: Cameroon

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 Courage

UNICEF works to promote the rights of every child, everywhere, including through strong operations and administrative systems that enable programme delivery. In Cameroon, effective administrative support is essential to ensure timely, compliant and cost-effective operations across office management, travel, logistics, procurement support, invoice processing, asset/supplies support, documentation and coordination with internal and external stakeholders. The temporary appointment is intended to strengthen administrative capacity and business continuity within the Operations/Administration function, while ensuring compliance with UNICEF rules, procedures and internal controls.

How can you make a difference?

UNICEF Cameroon operates in a demanding programme and operations environment where timely, compliant and efficient administrative support is essential. This temporary Administrative Associate GS-6 position will strengthen business continuity in the Operations/Administration and Finance Unit by supporting office management, travel, logistics, procurement, invoice processing, records management and budget monitoring, while ensuring compliance with UNICEF rules, procedures and internal controls.

The Administrative Associate GS-6 will provide specialized administrative support to UNICEF Cameroon's Operations/Administration and Finance Unit to ensure smooth, timely, compliant and client-oriented delivery of administrative services. The role will help strengthen business continuity, support programme and operational activities, and ensure

that administrative processes, records, transactions and logistics are properly managed in line with UNICEF rules, procedures and internal controls.

Key duties and responsibilities

- Administrative coordination, workflow and office management.
- Budget monitoring and administrative planning.
- Travel, meetings, events and logistics support.
- Procurement, contracting and vendor-related support.
- Invoice processing, records and transaction follow-up.
- Supplies, equipment, assets and premises support.
- Attendance and team support.

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

Description here: [TA ToR - Admi Associate GS6.pdf](#)

To qualify as a champion for every child you will have...

Minimum requirements

- Education: Completion of secondary education is required. Professional and/or university courses related to administration, finance, public/business administration or another relevant field are highly desirable.
- Work experience: A minimum of six years of progressively responsible administrative or clerical work experience is required, including experience with office administration, travel, logistics, procurement support, invoice processing, records management and/or budget monitoring.
- Language requirements: Fluency in English or French is required.
- Technical skills: Strong knowledge of administrative procedures, digital records management, budget monitoring and corporate systems. Ability to analyze data, identify operational risks, prepare clear reports and use digital tools to improve administrative efficiency.

Desirables

- Language: Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language
- Experience in UNICEF, UN system, international organization, financial procedures, VISION/SAP/ERP is 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](#)

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 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.