

Job no: 595570

Contract type: Consultant

Duty Station: Kinshasa

Level: Consultancy

Location: Democratic Republic of Congo

Categories: Education, WASH (Water, Sanitation and Hygiene)

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*

[Include information about the country/specific programme. Ideally include a link to a video]

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 Education

How can you make a difference?

The Project Coordinator will ensure effective day-to-day coordination, monitoring and reporting of school construction and WASH infrastructure activities under PAAF.

The incumbent will support timely delivery of works in accordance with approved designs, technical specifications, contractual requirements, environmental and social safeguards, UNICEF standards, and project timelines

If you would like to know more about this consultancy, please review the complete Terms of Reference here:  [ToR Project Coordinator PAAF.pdf](#)

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

Minimum requirements:

Education:

- Advanced university degree (Master's degree or equivalent) in Project Management, Civil Engineering, Architecture, Construction Management, Hydraulics, Sanitary Engineering, or a related field.
- A Project Management Professional (PMP) certification or equivalent formal project management training is a strong asset

Work Experience:

- Minimum 8 years of relevant professional experience in the management, coordination, or supervision of large-scale infrastructure projects, ideally in education, WASH, or social infrastructure sectors.
- Demonstrated experience managing large, complex, multi-stakeholder and high-visibility projects.
- Proven experience coordinating infrastructure, construction, projects funded by UN agencies or multilateral development banks.
- Proven experience in contract management, including oversight of construction contracts, performance monitoring, payment certification, and managing contract variations.
- Experience working in complex operating environments similar to the Democratic Republic of Congo.
- Familiarity with UNICEF, World Bank or other international development partner standards is an asset.

Language requirements

- Fluency in French
- Working knowledge of English

Competencies:

- Excellent project planning and management skills.

- Strong knowledge of infrastructure project lifecycles, including planning, tendering, construction supervision, quality assurance, and handover
- Strong proficiency in standard office software (MS Word, Excel, Project)
- Strong results orientation and commitment to meeting deadlines.
- Demonstrated ability to manage multiple strategic workstreams simultaneously.
- Strong influencing skills without direct supervisory authority.
- Excellent communication, negotiation, and stakeholder management skills.
- Ability to perform effectively under pressure and within tight timelines.
- Strong analytical and problem-solving capabilities.
- Excellent drafting and reporting skills.

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 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 reasonable accommodation for persons with disabilities 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.

Qualified candidates are invited to submit the following documents via the online recruitment portal, TMS (Talent Management System):

- An up-to-date TMS profile and curriculum vitae (CV)
- Cover letter
- A separate financial proposal (only acceptable in the format of the linked template)  [Financial proposal template TO COMPLETE, Project Coord PAAF.xlsx](#)
- A detailed technical proposal Max 20 pages

Remarks: *If the TOR or financial proposal documents are not downloadable on certain recruitment platforms, please visit our official page [Vacancies | UNICEF Careers](#). <https://jobs.unicef.org/en-us/listing/?jobnotfound=true>*

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.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Additional information about working for UNICEF can be found [here](#).

Advertised: 07 Sep 2026 W. Central Africa Standard Time

Deadline: 21 Sep 2026 W. Central Africa Standard Time