

Job no: 595598

Contract type: Fixed Term Appointment

Level: G-7

Location: Madagascar

Categories: Operations

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 support.

With the upcoming opening of the UNICEF office in Mahajanga, UNICEF Madagascar will require a Senior Operations Associate to ensure the effective coordination and management of the office's operational functions.

How can you make a difference?

Summary of key functions/accountabilities:

1. Delivery of Field office administrative support services timely and effectively.
2. Support to Field office Finance services.
3. Provide timely support to at all stages of Field office funds management (planning, implementation, monitoring and reporting).
4. Support Field office Budget Management.
5. Provide facilitations of Field office HACT activities effective implementation and monitoring. Partners learning and capacity development.
6. Partnership coordination and collaboration.

If you would like to know more about this position, please review the complete Job Description here:  [JD - Senior Operations Associate.pdf](#)

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

Minimum requirements

- **Education:** Completion of Secondary Education is required.
- **Work Experience:** At least 7 years of relevant work experience in administration, operations, financial management, office administration,

budgeting, procurement, logistics, travel management, vendor management, grants management, compliance, supply, or another relevant field is required.

- **Skills:** Operational Coordination, Organizational Skills, Partnership Management, Invoice Processing, Monitoring & Evaluation, Asset Management, Risk Management.
- **Language Requirements:** Fluency in French is required.

Desirables

- Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language is an asset.
- University level courses in administration, finance, or any other related field of discipline relevant to the job is an asset.
- Experience in developing country contexts, and experience providing HACT support are 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
- (8) Nurtures, leads and manages people

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.

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 female candidate 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.

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.

Visa residence requirements: i.e. UNICEF shall not facilitate the issuance of a visa and working authorization for candidates under consideration for positions at the national officer and general service category.

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: 08 Sep 2026 E. Africa Standard Time

Deadline: 23 Sep 2026 E. Africa Standard Time