

Job no: 595825

Contract type: Temporary Appointment

Duty Station: Lagos

Location: Nigeria

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 a Hero

How can you make a difference?

As a Strategic Business Partner, you will be accountable for operations functions, facilitate change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in specific operational contexts.

MAJOR RESPONSIBILITIES:

- Operational Management and Service Delivery
- Team Leadership and Capacity Building
- Strategic Planning and Results-Based Management
- Budget and Financial Management
- Supply Chain, Procurement and Logistics Management
- Risk Management, Compliance and Audit
- Facilities, ICT and Security Management
- Senior-Level Representation and Operational Advisory

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

Description here:  [TOR- Operations Manager, P-3, TA \(364 days\).pdf](#)

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

Minimum requirements:

- **Education:** An Advanced University Degree (Master's and above) in one of the following areas is required: Business management; Financial management; Accounting; Public Finance; and related operations function is required 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.

- **Work Experience:** A minimum of 5 years of professional experience, at the national and/or international level, is required, specifically in implementing 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. Experience in Common Services, Business Operations Strategy and Common Premises management within the Operations Management Team (OMT)
- **Skills:** Knowledge of Results Based Management is a requirement, HACT and Microsoft Office applications is required. The role requires strong strategic Operational management, Strategic Planning, Supply & Logistics Management, Financial Management, and Risk Management
- **Language Requirements :** Fluency in English is required.

Desirables:

- Language: Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language
- Prior experience in the development sector or UN system/ international NGOs would be an asset.
- Experience in audit and investigations, safety and security, grant Management, Enterprise Risk Management, Business Continuity and Supply Chain Management.
- Experience in UN system agency, large private or public company, or experience working in a developing country and/or humanitarian/ emergency context is an asset.
- Prior experience working with or in the private sector, and supporting private sector fundraising, is desirable
- Experience in working with corporate ERPs and IPSAS.
- Experience in supporting client-oriented work units 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 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.