

**EXTERNAL/INTERNAL Job Opening**  
**(1 POST)**

JO No.	MINURSO-17-L-009	Date of Issuance	15/05/2017
Post Title:	Food Services Assistant (Kitchen Supervisor)	Deadline	05/06/2017
Section	Tindouf Liaison Office	Level	GL-3

**DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Field Service Administrator, the duties and responsibilities of the incumbent include but are not limited to the following:

Acting as Chef and supervisor, prepare two main meals a day for all staff at Tindouf Liaison Office, intervening directly in the preparation of the food. Prepare daily and weekly menus, taking into account nutritional values, good presentation and variety.

Supervise all kitchen workers in their daily routines, in the preparation of all meals, including breakfast, and inspecting for both quality and hygiene.

Oversee the reception of foodstuffs on a weekly basis, checking both quantity and quality of the goods received. Ensure that all supply quantity received according to the purchase order, confirm and check the quality of fresh fruit and vegetables on weekly basis. And ensure that the meat products (chicken fish and meat) were checked and confirmed healthy and safe for human consumptions by the Algerian veterinary doctors.

Oversee the storage of all foodstuffs and ensure maintenance of cold chain equipment for this purpose. Oversee hygiene overall, particularly during the preparation of meals. Perform other duties as tasked by Field Service Administrator.

**QUALIFICATIONS AND EXPERIENCE**

**Education:**

High School diploma or equivalent.

**Work Experience:**

Three (3) years of work experience in food and hygiene.

**Language:**

Fluency in written and spoken English. Working knowledge of French and or Arabic is an advantage.

**Other Requirements:**

**COMPETENCIES**

**Professionalism:** A comprehensive knowledge of hygiene and safety. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication** – Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

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**Teamwork-** Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

#### APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications MUST be forwarded electronically at the email address: [minurso-vacancies@un.org](mailto:minurso-vacancies@un.org)
- Please note that HAND CARRIED APPLICATIONS, INCOMPLETE P.11s and CURRICULUM VITAE (CV) will NOT be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.