**External/Internal Generic Job Opening**

<table>
<thead>
<tr>
<th>GJO No.</th>
<th>MINURSO-21-GJO-15</th>
<th>Date of Issuance:</th>
<th>16 December 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Title:</td>
<td>Rations Assistant</td>
<td>Deadline:</td>
<td>31 December 2021</td>
</tr>
<tr>
<td>Section/Unit:</td>
<td>Tindouf Liaison Office</td>
<td>Level:</td>
<td>GL-5</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

**Summary of principal functions:**

This position is in MINURSO, Tindouf Algeria. The Rations Assistant at this level reports to the Logistics Assistant in Tindouf Liaison Office (TLO) and to the Rations Unit in Life Support. The Rations Assistant is responsible for maintaining the relevant records, keeps accurate and complete accounting files and reviews internal control system of all foods and rations management for the military and civilians. Supervise all kitchen workers in their daily routine. Responsible for hygiene in the kitchen and restaurant. Ensures that all supply quantity and quality received according to the food request. Safeguards the kitchen and restaurant equipment.

**Major duties and responsibilities:**

- Prepares food requests on weekly basis in coordination with the Algerian authority responsible for food and supply based on the need.
- Under the supervision of the Logistics Assistant and in collaboration with the Algerian Government G4 prepares the weekly food order.
- Under the supervision of the Logistics Assistant, receives the amounts of food and ensures the quantity and quality of products received are in accordance with the order and standards.
- Safely handles, stores and release the food for daily consumption.
- Applies internal controls for Tindouf Liaison Office according to the rations record management.
- Documents cases of non-compliance or poor performance and liaises with Contract Management Unit for review as appropriate.
- Maintains systematic records for food supply and consumption and reconciles the monthly accounts in comparison with the records of the supplier and the Algerian Authorities.
- Trains and provides supervision to new and lower-level staff in the unit
- Ensures the standard hygiene where food should be treated in safe ways, ensures staff are using the designated equipment and clothes and safeguards equipment in the kitchen and restaurant.
- Ensures Emergency rations packs are of an acceptable quality, under good storage conditions and safe to be consumed.
- Conducts periodic inspection for food stock to make sure it's valid for human consumption.
- Oversees and adopts feasible programme to verify all rations stores, kitchen and dining facilities to ensure compliance with rations policy not limited to requisitioning procedures, good hygienic practices (GHP) and safety standards of food handlers, equipment and facilities.
- Under the supervision of the Logistics Assistant, contacts JLOC for ordering needed kitchenware,
kitchen appliances, restaurant materials and hygiene materials as well as contacts engineering section for maintenance requests related to all equipment in the kitchen and restaurant.

- Assists in the coordination of contractor performance meetings.
- Contacts municipality through Algerian authority for water supply, collecting garbage and disinfection by spraying pesticides on base or anything related hygiene and food issue.
- Keeps accurate record of eligible staff and visitors who benefit from the food services at TLO restaurant and feeds the information to the finance section.
- Reviews and signs the monthly report of the food delivery by the Algerian Government for their and MINURSO use and records of the voluntary contribution.
- Performs other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** Minimum High School Diploma.

**Experience:** A minimum of five (05) years of progressively experience in supply management, contracts administration, logistics or related area. A combination of education and experience may be balanced to ensure that the candidate can conduct the requested functions.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in English (oral and written) is required; Knowledge of the other is desirable.

**Other Requirements:** Knowledge of computer skills especially with accounting spreadsheets.

**COMPETENCIES**

**Professionalism:** Knowledge of rations, fuel and supply chain operations, including contract management, planning, policies and procedures. 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.

Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decision may not entirely reflect own position; shares credit for team accomplishment and accepts joint responsibilities for team shortcomings.
• 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
• 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 strongly 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.