



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS**

**FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

**DEADLINE FOR APPLICATIONS: 30 JUNE 2021**  
**DATE OF ISSUANCE: 01 JUNE 2021**  
**FUNCTIONAL TITLE: RATIONS ASSISTANT**  
**LEVEL: GL-6**  
**SECTION: LIFE SUPPORT SERVICES**  
**LOCATION: BELETWEYNE, SOMALIA**  
**DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM APPOINTMENT**  
**VACANCY ANNOUNCEMENT NUMBER: UNSOS/LSS/008/2021**

**Special Notice:**

This position is funded for an initial period of one year and may be subject to extension. Appointment against this position is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the Contractors in order to be eligible to apply for this vacancy.

**Organizational Setting and Reporting Relationships:**

This position is located Beletweyne within the United Nations Support office in Somalia. The Rations Assistant at this level reports to the designated officer in the region with a second reporting line to the Rations Officer or to Chief of Unit.

**Duties and Responsibilities:**

Within delegated authority, the Rations Assistant will be responsible for the following:

- Coordinate with the relevant parties in rations supply chain such as rations supply, warehouses, vehicles to ensure that food delivery procedures are in line with applicable procedures.
- Support the monitoring and analysis of contractual performance to ensure compliance with contract terms, schedules and cost objectives.
- Assist Rations Officer in the implementation of internal controls for contingent rations management and rations record management.
- Collate data and prepare database on Rations Contractor timely deliveries, conformity with orders (line items, quantities, quality, number of substitutions, acceptance rate) of rations delivered to contingents.
- Conduct programmed food rations inspections at various locations both Troop Contributing Countries (TCCs) premises and Rations Contractor Warehouses and subsequently submit the necessary report.
- Document cases of non-compliance or poor performance and liaise with the Rations Unit / Contract Management Unit for review as appropriate; maintain, update and suggest improvements to the relevant SOPs as they relate to QA, as necessary.
- Assist Rations Officer in ensuring Emergency Rations Packs are of an acceptable quality, under good storage conditions and safe to consume.
- Conduct periodic Inspection of Rations Packs in various locations.
- Oversee and adopt feasible program to verify all contingents' rations stores, kitchens 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.
- Effectively contribute to Rations Unit extra regimental activities and other programs to be undertaken by the Unit. Interface with Rations Invoicing / Requisitioning Assistant in their absence.
- Assist in the coordination of contractor performance meetings.
- Perform other duties as required.

**Competencies:**

**Professionalism:** Knowledge of supply operations, practices and contract management. Ability to specify business rules in the specific supply area. 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.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

**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; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Qualifications:**

**Education:** High school diploma required. Relevant professional training and extensive experience in at least one of these areas: supply chain, project/contract management, logistics support in the field, or food technology.

**Experience:** At least seven (07) years of progressively responsible experience in the areas of supply chain, project/contract management, logistics support, or food technology. Experience in food safety, HACCP principles and/or ISO-22000 is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other United Nations language is desirable.

**Assessment Method:** Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

**Additional Information:**

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below on or before the deadline. The PHP is on <https://unsos.unmissions.org/jobs>. Applications submitted after the **30 June 2021** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted applicants will be contacted for interview.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Please quote clearly the Vacancy Announcement Number and Functional Title in the subject of the e-mail.**

Kindly attach a copy of PHP, all relevant academic certificates, NISA Certificate, CID Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA certificates are required at a later stage of the recruitment process.

**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).**