



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

ADVERTISEMENT

DEADLINE FOR APPLICATIONS:	10 SEPTEMBER 2018
DATE OF ISSUANCE:	04 SEPTEMBER 2018
FUNCTIONAL TITLE:	CATERING ADVISOR
SECTION:	LIFE SUPPORT SECTION
LOCATION:	MOGADISHU
DURATION OF CONTRACT:	1-9 MONTHS
TYPE OF THE CONTRACT:	INTERNATIONAL INDIVIDUAL CONTRACTOR
VACANCY ANNOUNCEMENT NUMBER:	UNSOS-LIFS-CAT-025-2018

Special Notice

Interested applicants who are working with UNSOS/UNSOM Third Party Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy. Applicants should also clearly indicate in their application the name of their employer.

Background

The Catering Advisor will be the main technical advisor for all matters related to Catering for the Mission.

Organizational Setting and Reporting Relationships:

This position is located in the Life Support Section of the United Nations Support Office in Somalia (UNSOS). The incumbent will be based in Mogadishu and reports to the Head of General Supply Unit through the Rations Officer.

Duties and Responsibilities:

Within delegated authority the Catering Advisor will be required to:

Catering Cell Responsibilities:

- Provides Technical Catering Advice to the Missions management.
- Point of Contact (POC) for the Catering Contractor for all daily issues and communications for continuity and smooth running of delivery of service to the customer – customer feedback, etc.
- Quality assurance and quality control checks on the Contractor including deliveries, storage of stock and all catering processes.
- Daily monitoring of the Catering Contract across all locations including site visits to sectors with report writing and recommendations for food safety compliance and contract compliance.
- Reconciliation and recording of all catering facilities and catering equipment under Mission Command in Somalia.
- Technical input on new builds and kitchen designs. Support and technical monitoring of mobilizations in the sectors.
- Technical evaluations on existing facilities and catering equipment. Catering Inventory checks and catering equipment requests for all catering requirements.
- Monitoring of health and safety processes of the Contractor and its operations.
- Monthly menu review and approvals – weekly broadcasts of menus.

- Monitoring of financial pricing compliance of the Catering Contract.
- Point of Contact (POC) for African Union (AU) Civilian Mess, Police Mess and Staff Officers Mess. Day to day liaison with African Union Mission in Somalia (AMISOM) on any catering matters provided by the Contractor.
- Monitoring of special functions and important events to ensure compliance and quality standards.
- Monthly invoices from the Contractor- first line verification carried out for discrepancies and other anomalies.
- Conduct Catering Contract performance meetings with minute taking.

AMISOM Responsibilities:

- Responsible for providing catering courses for AMISOM deployed personnel on Officers Menu Planning and Food Ordering, Food Hygiene and Kitchen Safety, Field Kitchen Diesel Operators, Capacity Building Training for Self-Sustained Contingents such as UNGU and other Contingents transferring across to S/S.
- Responsible for the daily running of the AMISOM Catering Training Cell at JMTC (Joint Mission Training Centre), supervision and training of military instructors and supervision of civilian technicians in the catering maintenance workshop.
- Responsible for issuing and recording all field kitchen equipment supplied to AMISOM by the United Nations.
- Responsible for all maintenance and technical support of all catering equipment provided by the United Nations to AMISOM field locations.
- Responsible for ordering and storage of all United Nations Owned Equipment (UNOE) diesel spares parts and AMISOM catering equipment.
- Responsible for catering technical support to AMISOM including liaising with desk officers and other AMISOM representatives for any advice and solutions on reported catering issues.
- Conducts site visits to AMISOM field locations for compliance onsite training and advice to AMISOM.

PX responsibilities:

- Periodical inspection of PX stores and facilities to ensure food safety and proper sanitation standards are adhere to.
- Performs any other duties as required.

Expected results/Deliverables

All catering and related operations in the Mission run smoothly. Kitchen equipment throughout the Mission, be it UN and/or AMISOM are kept in working condition with provision for repair and replacement where required. Troops are trained in the correct use of the equipment and proper kitchen hygiene and cooking practices, thus eliminating instances of health problems related to food. Since troops rotate, this is an on-going requirement.

Competences:

Professionalism: Knowledge of kitchen operations, Hygiene practices and catering management. Ability to specify business rules in the specific area of operations. 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.

Client orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing

developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

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.

Education:

High School diploma or equivalent. Specialized technical qualifications/certificate courses in Catering Operations/Catering Management, preferably with the Military is desirable

Experience:

At least ten (10) years of practical experience in large catering operations, preferably with a minimum of 2 years in a teaching position is required.

Language:

English and French are the working languages of the United Nations. For this position, Fluency in oral and written English is required.

Assessment Method:

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **10 September 2018** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

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).