



VACANCY ANNOUNCEMENT
Internal and External
RATIONS ASSISTANT, GL4

DATE OF ISSUANCE: 26/04/2023
DEADLINE FOR APPLICATIONS: 25/05/2023
DUTY STATION: Multiple duty station
VACANCY ANNOUNCEMENT NUMBER: MONUSCO/220/SUP/2023

United Nations core values: Integrity, Professionalism, Respect for diversity

Organization and Reporting

This position is located with the Rations Unit in the Life Support Section, in Goma. The Rations Assistant reports to the Sector Rations Officer/Chief Rations Unit.

Responsibilities

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

1. Assist in coordinating with the relevant parties in rations management such as rations supply, warehouse management to ensure that food delivery procedures are in line with stated guidelines;
2. Support in monitoring and analyzing the rations contractual performance to ensure compliance with contract terms, schedules, and cost objectives and KPIs;
3. Prepare/managing contingents food orders in Electronic Rations Management System (ERMS);
4. Assist in invoice verification processes, food order processing and delivery management;
5. Assist in ensuring Composite Rations Packs (CRP) are of an acceptable quality, under good storage conditions and safe to consume. Conduct periodic Inspection of Rations Packs in various locations;
6. Assist in verifying 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;
7. Records of all Issue/Receipt and consumption vouchers both hard and digital copy for audit purposes;
8. Interface with Rations Invoicing/Requisitioning Assistant in their absence;
9. Effectively contribute to Rations Unit for other activities to be undertaken by the Unit;
10. Assist in the coordination of contractor performance meetings;
11. Perform other duties as required.

Competencies

Professionalism

Knowledge of Rations Operations and quality control including warehouse operation and Distribution. Knowledge of working with turnkey contract and ability of contract performance management. Knowledge of UN operational and administrative policies, including records management/filing procedures; ability to select, organize and summarize data and information required for reports, studies, briefings, etc., tact and discretion in dealing with confidential matters; ability to accurately prepare the full range of outputs and reports; demonstrated ability to apply good judgment in the context of assignments given; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 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; 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 is required. Certification/training on Food Safety Management System (FSMS), Quality Control (QA) and/or on Rations Database System is highly desirable.

Work Experience

At least 3 years of experience in Food Rations Management, Supply Chain experience or experience in related area is required. Experience in computer skills including experience to work in ERP system is added advantage.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written French is required. Fluency in oral and written English is highly desirable.

Special Note

Assessment Method

Evaluation of qualified candidates may include an assessment exercise or competency-based interview or both.

HOW TO APPLY

1. Interested and qualified applicants should submit their applications with cover letter together with the attached United Nations Personal History form (P-11).

NB: Each P11 is linked to one vacancy. To apply, you must use the P11 in Excel format (xlsm) that we send together with this vacancy announcement! You must submit the P11 in Excel Format only.

2. Submit applications by email ONLY to: monusco-ns-talentacquisition@un.org
Hand Delivered will not be accepted.

3. All applicants MUST indicate the telephone number and email address with location. Applications without telephone number and the email address with location WILL NOT BE ACCEPTED.

4. Applications received after the deadline will NOT BE ACCEPTED.

5. ONLY successful applicants will be contacted for WRITTEN SUBSTANTIVE and/or COMPETENCY BASED ASSESSMENTS TEST.

6. In line with the UN policy on gender balance, FEMALE QUALIFIED CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.