

Posting Title : RATIONS ASSISTANT, FS4
Job Code Title : RATIONS ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 22 May 2023-20 June 2023
Job Opening number : 23-LOG-UNIFIL-209171-R-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The position of Rations Assistant is located in the United Nations Interim Force in Lebanon (UNIFIL) Naqoura, in the Life Support Section, under Service Delivery Management. The incumbent will report to the Rations Officer and/or to the Chief of Section/Unit.

Responsibilities

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

- Assist in the development, review, monitoring, assessment and management of outsourced services supporting specific mission-wide (and regional) operations under the purview of the Supply Section, including but not limited to canned, dry, fresh and frozen food rations, and catering; Participate in the work carried out in the unit.
- Coordinate diverse projects in the Cell and in liaison with other services and entities as required.
- Prepare Statements of Work, requisitions and technical evaluations for the outsourced services managed by the Cell.
- Prepare inputs for the work programme of the Cell, determining priorities and allocating resources for the completion of outputs and their timely delivery.
- Plan and prepare cost estimates/budget implications, performance reports and long-term forecasts of Mission's requirements for services.
- Review, prepare, defend food-related cases at the Local Committee on Contracts (LCC) and initiate action to fulfill and control these requirements.
- Ensure that accurate and complete accounting, reporting and internal control systems are

functioning and that all relevant records are maintained.

- Assist the Rations Officer in implementing the Quality Assurance (QA) procedures as they relate to the supply of food rations to the Mission, which includes, but is not limited to: Canned, Dry, Fresh and Frozen Rations, Bottled Water (BW), Prepared Food, Combat Ration Packs (CRP), Cafeteria Services, Catering and Warehouse Services.
- Conduct periodic Inspection of Rations Packs in various locations. Analyze stock balance, reports on delivered and available items and advise on any shortages and/or over shipments.
- Rotate and issue Rations Packs & Bottled Water for consumption. Monitor mission reserve and verify stock holding reports.
- Utilize eRMS to consolidate and submit Bulk Orders to the Contractor and Final Food Orders in accordance with the Contract and standard operating procedures (SOP).
- Initiate and manage the necessary administrative control mechanisms to allow for proper review and auditing of services.
- Monitor and analyze contract performance to ensure compliance with contract terms, schedules and cost objectives.
- Resolve, within the terms and conditions of the contracts, conflicts/problems arising in cases of poor performance or non-compliance with contractual obligations, document and refer to UNHQ cases of non-compliance or poor performance, as appropriate.
- Develop, review, evaluate and upgrade SOP for use by rations staff.
- Assist in the management, guidance, development and train staff under his/her supervision.
- Define the roles and responsibilities of UN personnel administering the rations contracts.
- Liaise with Contingent and Mission military contract administration focal points.
- Performs other related duties as required.

Competencies

Professionalism:

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.

Knowledge of quality assurance in food distribution operations, practices and rations management. Ability to interpret business rules in the specific supply area.

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.

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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Certification in ISO 22000 or HACCP is desirable.

Training in food management and technology is desirable.

Work Experience

A minimum of six (6) years of progressively responsible experience in project management, catering services, food hygiene in the field of food technology is required.

Experience in providing services in support of or in a field operation of the United Nations Common System or a comparable international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English both oral and written is required.

Assessment

Evaluation of qualified candidates will include an assessment exercise which will be followed by competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff.
Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By

accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

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