

Posting Title : RATIONS OFFICER, P4  
Job Code Title : RATIONS OFFICER  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 11 April 2022-10 May 2022  
Job Opening number : 22-LOG-UNIFIL-178171-R-NAQOURA (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

This position is located in UNIFIL /Naqoura, Rations Unit, Life Support Section, UNFIL Service Delivery Management. Incumbent reports to the Chief of Life Support Section.

### **Responsibilities**

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

- Assists the Chief of Life Support in the management of the effective supply of rations and other food-related services to the Mission under supply contracts which include, but are not limited to: canned, dry, fresh and frozen rations, bottled water, prepared food, combat ration packs (CRP), Cafeteria services, catering and warehousing services.
- Plan, execute, and manage rations operations in missions to ensure that the performance of the rations contract in the delivery of services meets/ exceeds clients' expectations and contractual requirements;
- Monitor contractor's performance especially in terms of food safety, quality, and timely delivery of food and costs;
- Conduct a continual risk assessment for disruption of supply chain with the contractor and military / civilian counterparts and institute mitigating measures to ensure a continued supply of rations limiting exposure to the mission;
- Train and manage mission ration staff in the coordination and implementation of food safety, and food quality programs;
- Develop and update Standard Operating Procedures (SOPs) to ensure that the rations administration complies with existing rations guidelines and contract provisions;
- Monitor and analyze rations contract performance to ensure compliance with contract terms,

schedules and cost objectives;

- Liaise with the Contract Management Section/Unit in Mission as necessary, in the resolution of contractual disputes and amendments in the course of contract oversight;
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained to ensure proper accountability and audit trail;
- Support and implement, as required, the establishment of an Electronic Rations Management System for Field Missions;
- Supervise personnel within the Unit;
- Perform other related work as required.

## **Competencies**

### Professionalism:

Knowledge of Rations operations, quality control, quality assurance and contract management. Demonstrated ability to identify critical issues and formulate corrective actions. In depth knowledge of the United Nations Financial Regulations and Rules. Ability to apply business rules best practices in Rations 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.

### 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.

### Creativity:

Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

### Managing Performance:

Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises

performance fairly.

## **Education**

Advanced University degree (Master's degree or equivalent) with business administration, food science or management or related area is required.

A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of seven years of progressively responsible experience in food rations operations, catering services, or a closely related area including at least two years of supervisory experience is required.

Experience in the procurement/ administration/ management of large-scale goods and/or services contracts is required.

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

Experience in food safety, HACCP principles and/or ISO-22000 desirable.

Experience in SAP or similar ERP software in managing food and or rations requisitions and inventory is desirable.

## **Languages**

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

## **Assessment**

Evaluation of qualified candidates may include an online 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.

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.