



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal and External Candidates

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| Position | : Operations Assistant (HH/Food and Beverage) |
| Organizational Unit | : Humanitarian Hub |
| Duty Station | : Maiduguri |
| IOM Classification | : G4 |
| Type of Appointment | : Special Short-Term (SST) 6 months with possibility of extension |
| SVN No. | : SVN2018/107 |
| Estimated Start Date | : As soon as possible |
| Closing Date | : 11th November, 2018 |

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Humanitarian Hubs Project Coordinator and direct supervision of the Humanitarian Hubs Operations Officer, the successful candidate will be responsible for overall operation of the kitchens of Red Roof and all the field humanitarian hubs including supervision of all kitchen crew;

Core Functions / Responsibilities:

1. Prepare weekly food and beverage plan of Red Roof. Review and approve the weekly food and beverage plans for the field hubs.
2. Prepare supplies requests for the week, in coordination with the store assistant. Verify the quality of supplies delivered is acceptable and passes the minimum quality standard of the kitchen.
3. Review and approve the food supplies requests of field hubs. Works with the Operations Assistant and ensure that the field hubs are replenished of their food supplies in a timely manner.
4. Prepare the work schedule of kitchen and restaurant/bar staff. Monitors the performance kitchen, restaurant, bar staff and hubs chefs. Ensure that all staff observe standard operating procedure to maintain quality and cleanliness of the food and facilities of the restaurant, kitchen and bar.
5. Exercise overall management of the kitchen, restaurant and bar and ensure the services and provided smoothly.
6. Continuously develop/innovate new menu to provide good variety of food being served at the restaurant at Red Roof and at the field hubs. Train and supervise the kitchen staff and field hubs chef.
7. Perform such other duties as may be required.

Required Qualifications and Experience

- Completed Diploma /University degree from an accredited academic institution.
- Minimum of two years relevant experience for those with University Degree and above or minimum of four years with high school diploma in hospitality or related field.

- Previous experience in similar capacity;
- Understanding of the importance of health and hygiene
- Proactive
- A great team player
- Fast Learner.

Languages

Fluency in **English** and Native Language; Fluency in all languages advantageous;

Required Competencies

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Female with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Sunday 11th November 2018**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018/107 Maiduguri. Operations Assistant (HH/Food and Beverage) G4**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 29.10.2018 to 11.11.2018