



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2016 - 0087

26 August 2016

TO: All UNFICYP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: [Job Opening #20 /2016 – Request for Individual Contractor- Catering Assistant OSASG \(GL2\)](#)

1. Please find herewith, the following job opening for an Individual Contractor:

<u>Post Title</u>	<u>Office/ Section</u>
Catering Assistant	OSASG

2. Eligible candidates are required to submit their completed Personal History form (P11) electronically to the email address unficip-national-applications@un.org no later than **Friday COB 2 September 2016.**

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

No file attached

Internal Distribution: UNFICYP-All Staff

External Distribution:

cc:

bcc:

Status: **Drafted**

The Human Resources Management Section is looking into identifying a person to serve under Individual Contract as Catering Assistant with the OSASG at the GL2 level. The candidate should not be the relative of a UN staff member (i.e. parent, brother, sister etc).

Main duties and responsibilities:

- Prepares the seating arrangements in the meeting rooms.
- Performs waiting services and attend to the requests of the meeting's participants, up to 40 participants may be present at any one meeting.
- Serves food, beverages and refreshments, hot and cold drinks during the meetings.
- Does the cleanup after the meetings, including the washing of the cutlery and crockery, and cleaning the meeting rooms.
- Performs other related duties as assigned.

Qualifications:

- Completion of High School Diploma or equivalent;
- A minimum of two years of in the field of catering;
- Good command of English. Knowledge of local languages an asset;
- Ability to work under stress.

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 20/2016. Candidates must complete the United Nations Personnel History form (P11) in English.** The P.11 form could be downloaded from the UNFICYP website: www.unficyp.org under Employment. Submit applications attention the Chief Human Resources Assistant to email:

unficyp-national-applications@un.org

Deadline for receipt of applications is 2 September 2016

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section

Please visit UNFICYP website for full details of the post.