



## VACANCY ADVERTISEMENT

*For Somali Nationals Only*

World Vision is an International Relief and Development organization, whose goal is to achieve long-lasting benefits in the quality of life for vulnerable children and their families, displaced persons and communities. The Somalia program wishes to invite applications from highly competent dynamic, self driven and results oriented Somali National to fill the following vacancy. The successful candidate will be based in **WV Office, Garowe, Puntland**.

### **COOK, WV Office, Garowe.**

The position holder will ensure provision of quality services in the guests' house as per set procedures and policy. Prepared varied and nutritious diet for field team, observing the highest standards of hygiene.

### **Major Responsibilities:**

#### **Facilitate customer-focused service provision at team house and office facilities:**

- Prepare meals in a hygienic fashion;
- Prepare varied and nutritious meals;
- Prepare special food request for staff members;
- Maintain food and beverage service times: (breakfast, lunch, dinner and tea service times);
- Monitor daily kitchen requirements, a report shortages to Administration Officer/Facility Facilitator;

#### **Facilitate effective and comfortable Office & Team house conditions:**

- Purchase fresh food and other kitchen requirement as per approved procedures.
- Maintain high standards of hygiene and cleanliness in kitchen facilities;
- Maintain kitchen equipment, alerting Administration Officer/Facility Facilitator of repair/replenishment needs;
- Monitor kitchen equipment/supplies, reporting theft or loss to management.
- Perform any other duties as may be assigned from time to time.

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Educational level required: Secondary education is required. College or university diploma will be an added advantage but not a requirement.
- Technical Training qualifications required: Certificate in culinary
- Experience: 1 years of experience in a similar job
- Basic spoken English preferred.

**Working Environment / Conditions:**

- Work environment: Office-based with frequent travel to the field
- Travel: 10% Domestic/international travel is required.

Interested and qualified candidates should log on to **the below link** for detailed requirements and qualifications for the above jobs.

<https://careers.wvi.org/jobs/somalia/administrationcorporate-services/cook-garowe-puntland/8451>

**All applications should be received by 29th September, 2017. Only shortlisted candidates will be contacted.**