

## TERMS OF REFERENCE

<b>Vacancy reference no.:</b>	VAC-1506
<b>Position:</b>	Cook
<b>Place of performance:</b>	Kismayo, Somalia
<b>Contract duration:</b>	up to 3 months (@21.75days/month)
<b>Starting date:</b>	As soon as possible

### OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we have the ability to act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

### OVERVIEW OF THE POSITION

International Organization for Migration is seeking an experienced Cook to prepare three daily meals. The Cook will work full time as per Somali Labour Laws, performing daily culinary services. The cook will prepare three meals (breakfast, lunch and dinner), ensure that the food is in sufficient quantity and meets nutritional requirements of up to 70 people. Two Cooks will be recruited for this role, who will be supported by two assistants.

Daily/weekly menus must be coordinated with the Food Supply company, beneficiaries, Centre Managers and Project Assistants in advance. All meals shall be good and wholesome and shall be well prepared and served attractively with sufficient quality and variety of foods as agreed with the management and beneficiaries.

This contract receives day to day and week to week oversight from the line manager and other staff. Overall contract performance management is jointly monitored and evaluated by International Organization for Migration and government partner. International Organization for Migration will undertake contracting obligations and remuneration.

### GENERAL FUNCTIONS

#### Role objective:

a. Daily cooking services for up to 70 residents:

- Set up workstations with all needed ingredients and cooking equipment
- Prepare ingredients to use in cooking (cleaning, chopping and peeling vegetables, cleaning and cutting meat etc.)
- Ensure great presentation by dressing dishes before they are served
- Keep a sanitized and orderly environment in the kitchen
- Ensure all food and other items are stored properly
- Always check quality and expiration of ingredients
- Monitor stock and place orders when there are shortages; this will include coordinating with management in preparing weekly food supply lists in coordination with Food Supply company.
- Prepare three meals per day, ensuring diversity, quality and nutritional value of the meals based on provisions of the Food Supply Company. The meals will be served as per the below schedule:

Breakfast – 6:30

- Lunch – 13:00
- Dinner – 18:00

In addition, the meals must take into consideration various dietary requirements of the beneficiaries (e.g. allergies and other food restrictions), ensuring that diverse meals are provided which serve the needs of all beneficiaries.

b. Maintenance of high sanitation standards:



- All raw or uncooked foods (such as salads or fruits) shall be refrigerated and shall adhere to all sanitation standards in accordance with the Ministry of Health regulations.
- A separate cooking arrangement and use of separate utensils etc., shall be ensured for vegetarian and non-vegetarian dishes. Non-vegetarian and vegetarian items should be stored separately.
- Our client will provide all the necessary items to serve food such as plates, bowls, tableware, cups and table cloths. Cleaning of the plates and utensils should be done with soap and hot water and all items should be cleaned and dried. Our client will provide kitchen space, cooking utensils, as well as space for the storage of food items. Cleaners will be employed to support with the cleaning functions before and after cooking.
- Failure to maintain highest levels of sanitary condition and following of Ministry of Health guidance on food preparation is grounds for immediate termination.

## **ESSENTIAL EXPERIENCE**

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### **Education:**

- Completion of Secondary School education or equivalent.

### **Work experience:**

- Minimum of 5 years of demonstrable relevant Catering experience.

### **Geographical experience:**

- Minimum of 4 years of experience in Africa (essential).

### **Languages:**

- Fluency in English (desirable) and Somali (essential).

### **Key competencies:**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of our client ( optional depending on position level)

### **Other relevant information:**

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

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

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**NOTE: INTERESTED CANDIDATES, PLEASE SEND YOUR CV AND COVER LETTER AT: [VALENTINA@CTG.ORG](mailto:VALENTINA@CTG.ORG)**