

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 cutleries 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.unficy.org](http://www.unficy.org) under Employment. Submit applications attention the Chief Human Resources Assistant to email: unficy-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.*