

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.*