



CARE INTERNATIONAL SOUTH SUDAN



COOK— JOB REF: SUD/EX/0200

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE South Sudan is looking for suitable candidate to fill the position of Cook, to be based in **Torit – EE State (1 Positions)**.

JOB SUMMARY

The Cook will support the Beyond The Harvest -Swiss project Swiss Project staff as well as general Torit Office staff. H/she will be responsible for preparing high quality, safe and clean meals for staff and any other visitors at the CARE compound (Office/Guest house). Reporting to the Project Assistant Admin and Logistics, the cook is expected to play their role and responsibilities in line with CARE policy procedures and guidelines as well as coordinate closely with other program staff, Program Coordinator, Finance and Administration Project officer, as well as collaborate closely and maintain a strong working relationship with the relevant programme partners.

SCOPE OF THE JOB

- Prepare and serve meals on time.
- With support from supervisor, determine different menus and recipes for differing days
- Make sure the Finance/Admin Officer approves daily meal plans and food procurement list before purchasing.
- Assist Finance/Admin officer in procuring such food items and beverages as required.
- Keep records of staff taking meals and advice Finance/Admin Officer on number of staff daily
- Promote the highest standards of hygiene in the management of food, keep utensils clean at all times
- Make sure there is drinking water in the filter.
- Keep kitchen clean at all times

Required Qualifications and Experience

- Primary School Basic Certificate or Secondary Certificate will be an advantage.
- Two years' experience as cook, preferably in Government/NGO settings
- Committed individual willing to abide by CARE's CORE values.
- Excellent verbal and listening skills
- Proactive and reliable

HOW TO APPLY

The positions will be based in Torit, EE-State This **position is ONLY open to South Sudanese Nationals.**

Closing date for receiving application will be **2nd May 2016**

Applications and CVs should be sent by **Email** to **ssdhrjuba@care.org** or Hand delivery to:

**CARE South Sudan Office,
Tongping Area, Off US Residential Road
Juba, South Sudan**

OR

CARE Torit Office

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.