



MSF Switzerland (MSF-CH)

JOB VACANCY – HEAD COOK

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organization providing assistance to people in need because of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the above-mentioned position, to be put on back-up list and could be contacted in case of need.

Position: HEAD COOK.

Number of Vacancies: One Position

Location: Abyei Special Administrative Area

Scope of responsibilities:

Supervising and planning the preparation of meals for patients and MSF staff, according to **MSF** protocols, hygiene standards and security rules, in order to ensure their nutritional needs

Main tasks:

- Supervising the preparation of meals for patients and staff, ensuring that meals are served on time and hygiene standards and security rules are followed at all times
- Supervising and monitoring the quality of work of his team, checking that the instructions and guidelines are systematically followed and applied and that the tasks are completed on time
- Ensuring efficient management of food stock, making sure that shopping lists, orders and purchases are made on time
- Being responsible for the utensils and equipment placed at the disposal of the cooks, carrying out and keeping an inventory, ensuring its integrity and ensuring its replacement when needed
- Ensuring the cleanliness of all facilities, utensils and equipment Performing hands on tasks as part of the team.
- Supervising the preparation of meals for patients and staff, ensuring that meals are served on time and hygiene standards and security rules are followed at all times
- Supervising and monitoring the quality of work of his team, checking that the instructions and guidelines are systematically followed and applied and that the tasks are completed on time
- Ensuring efficient management of food stock, making sure that shopping lists, orders and purchases are made on time
- Being responsible for the utensils and equipment placed at the disposal of the cooks, carrying out and keeping an inventory, ensuring its integrity and ensuring its replacement when needed
- Ensuring the cleanliness of all facilities, utensils and equipment
- Performing hands on tasks as part of the team

Recruitment criteria

Education	• Certificate in Hospitality Management, or a related field. • Literacy,
Experience	• Minimum of 3–5 years of professional cooking experience, with supervisory experience preferred. • Strong leadership, communication, and organizational skills. • Proven experience as a Head Cook or similar position.
Languages	• Ability to communicate in English language and local languages

- Results and Quality Orientation L1
- Teamwork and Cooperation L1
- Behavioural Flexibility L1
- Commitment to MSF Principles L1
- Stress Management L2

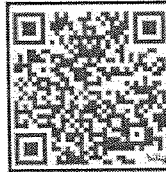
How to apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit

their application at the MSF Switzerland office in Abyei, Ameth Bekh Hospital. Application documents include cover letter, CV, relevant AND VALID copy of diploma or degree, work certificates, and other documents such as national ID, residence and labour card.

The deadline to apply is not later than 2nd of September 2026, at 05:00 PM

<https://forms.gle/aV3QL5tVEsBq6gfw8>



Only short-listed candidates will be contacted.

Interested candidates (including the ones in the previous pool) are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

Only complete applications will be considered.

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Abyei HR Manager at the MSFCH office in Abyei, Amethbek Hospital.***

