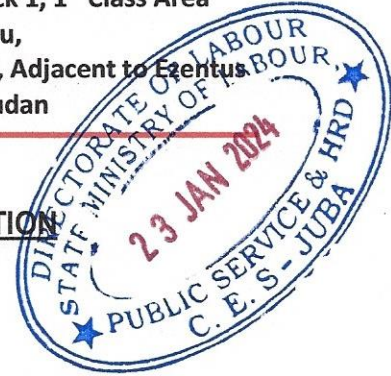




Approved  
Kurt

MAG South Sudan  
Plot No. 1 Block 1, 1<sup>st</sup> Class Area  
Jondoki Kamiru,  
Bilpham Road, Adjacent to Ezentus  
Juba, South Sudan



**EXTERNAL/INTERNAL ADVERTISEMENT- Cook - 1 POSITION**  
**Open to South Sudanese Nationals Only**

**Employer:** Mines Advisory Group (MAG)  
**Department:** Operational Team  
**Reporting to:** Deputy Team Leader  
**Base Location:** Field base- South Sudan  
**Working Area:** South Sudan Various Location  
**Opening Date:** 23<sup>rd</sup> January 2024  
**Closing Date:** 5<sup>th</sup> February 2024

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Cook** for its field base operations.

**Summary of the Position**

This is a field-based position, and will be part of a MAG project position that carries out activities in communities' areas affected by landmines across the country. The applicant must be willing to work in the field and travel to any part of South Sudan when required to provide cooking and catering services to MAG field teams and ensure the highest levels of hygiene are maintained.

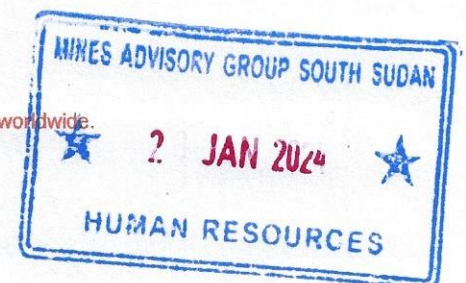
**Principal Responsibilities**

- Arrange petty cash distribution for market purchases
- Daily preparation and timely delivery of meals per day as agreed.
- Ensuring the correct quantity of food is being prepared each day
- Ensuring food is prepared to a high standard of hygiene
- Removing and washing up dirty dishes, crockery and bins from the cooking area after each meal.
- Cleaning common eating areas.
- Ensuring any leftover food is stored away
- Ensuring a clean kitchen/cooking area at all times
- Communicating cooking/cleaning material needs to Deminer Team Leader/ CL Team Leader
- Advising Deputy Team Leader and the food committee in case food supply is running low.

**Shared Responsibilities**

- All field team members have a shared responsibility to maintain high levels of hygiene, health and safety standards in camp areas.
- Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.  
MAG is co-laureate of the 1997 Nobel Peace Prize.  
Charity No.1083008. A company registered in England and Wales No 4016409.



### All staff are expected to undertake the following general duties

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programs. Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arise

### Essential Skills and Knowledge

- Good level of spoken Arabic/English
- Ability to understand and follow instructions
- Effective listening skills and the ability to communicate
- Good geographical knowledge

### Essential Aptitude

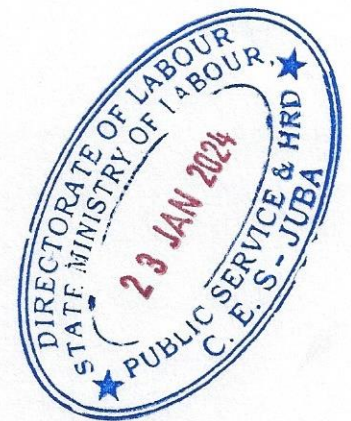
- Ability to work independently as well as part of a team
- Self-motivated, flexible and enthusiastic approach to work
- Punctual, reliable and trustworthy

### Qualifications

- Certificate in hotel Management from a recognized training institution

### Selection Criteria:

- Certified in cooking.
- Good level of oral and spoken English plus excellent Juba spoken Arabic
- At least 3 years work experience
- Previous experience of similar related work
- Excellent skills of planning and writing menus
- Understanding and knowledge of safety, sanitation and food handling procedures.
- Basic understanding of professional cooking and knife handling skills.
- Good knowledge of using charcoal stove.
- Can demonstrate excellent organizational skills and attention to detail





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**Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.**

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing),** if you have any concerns in this area these should be reported to the County Director.

#### HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; [recruitmentss@maginternational.org](mailto:recruitmentss@maginternational.org) by 5<sup>th</sup> February 2023, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

**NOTE:** Do not attach original certificates. MAG will not return application documents to applicants.

**Women and men are both encouraged to apply. MAG is an equal opportunity employer.**

