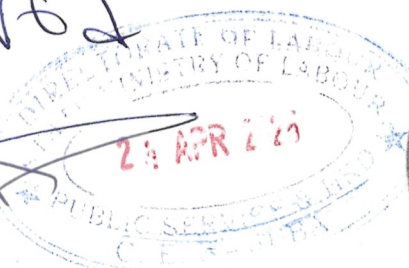




Approved



BACKGROUND: -

Center for Development Initiative (CDI) is a national non-governmental organization (NNGO) formed by a group of South Sudanese professionals, from varied background and experiences. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 5520 under chapter 3, section 10 of the 2013 South Sudan NGO Act. We have been active in South Sudan since 2018. CDI goal is driven by service to humanity, through supporting the well-being and economic stability of vulnerable and marginalized communities affected by intentional and unintentional causes. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

The Job Title: Cleaner/Cook

Contract Type: Full time Appointment

Closing date: 15th May 2025 05:00 PM

Duty station: (2 position, Juba)

A Cook

- Preparing ingredients at an establishment that serves food, processing staffs orders, producing meals
- Ensure ingredients and final products are fresh
- Follow recipes, including measuring, weighing and mixing ingredients
- Bake, grill, steam and boil meats, vegetables, fish, poultry and other foods
- Present, garnish and arrange final dishes
- Maintain a clean and safe work area, including handling utensils, equipment and dishes
- Maintain food safety and sanitation standards

A Cleaner

- Cleaning tasks such as dusting, mopping, sweeping, waxing floors and vacuuming.
- Refilling supplies, such as toilet paper and paper towels.
- Performing and documenting routine inspection and maintenance activities
- Notify management of occurring deficiencies or needs for repairs
- Stock and maintain supply rooms



- Follow all the health and safety regulations
- Collaborate with other TF staff as needed and any other duty as assigned by the supervisor

Qualifications and Skills

- Proven working experience as a Cook/ Cleaner
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity: Demonstrated knowledge and skill
- Ability to safely and effectively operate standard foodservice equipment
- Customer service: Planning, problem solving, and teamwork
- High energy Level

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of CDI acquired in the course of duty, to any other person or organization without authority.

Professional standards

CDI and CDI staff must adhere to the values and principles outlined in CDI standards for professional conduct. These are integrity, service and accountability. CDI operates and enforces policies on beneficiary including protection from Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti- trafficking in persons and several other Safeguarding policies. Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, subgrantees, suppliers/sub-contractors and implementing partners. Safeguarding at CDI is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Equal opportunity employer:

CDI is an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation (include preferred location) for the position and highlight relevant experience. The above documents can be delivered to CDI Head Office, Gudele 2 Block 9 near 711, or sent in soft copy to: recruitediss@gmail.com



Only shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents. The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply. This is a national position open to South Sudanese only.

