MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS

Médecins sans Frontières - France
Republic of South Sudan,Juba
Hai Cinema 2nd class residential area,
Plot 73, Block AXII
Web: www.msf.org
e-Mail: msff-juba-recruitment@paris.msf.org

20 OCT 2026
C.E.S - JUBA

Juba, 20th Oct 2026

MSF-FRANCE JOB ADVERTISEMENT

Médecins Sans Frontières/Doctors without Borders (MSF), founded in 1971, is an international humanitarian aid organization that provides emergency medical assistance to populations in danger in more than 70 Countries.

Médecins Sans Frontières – France (MSF-F) is looking for highly motivated and enthusiastic candidate for the below position in Juba Coordination.

To promote diversity and inclusion, we encourage female candidates to apply for this position. Our organization is committed to gender balance and equal opportunities

POSITION: Cook

Purpose of position

Prepare meals for patients and **MSF** staff, according to hygiene standards and security rules, in order to ensure their nutritional needs.

MAIN ROLES AND RESPONSIBILITIES

Accountabilities

- Carry out the preparation of meals for staff
- Follow at all times all hygiene standards and security rules.
- Control stock of food so as to ask for anything needed on time and prepare shopping list and make purchases if required.
- Ensure meals to be served on time.
- If applicable set table before every meal and clean it up after each meal.
- Ensure cleanliness of all facilities, utensils and equipment.
- If domestic cook, ensure the provision of drinkable water during the day and when she / he leaves cleaning, filling the filter and empty bottles, changing batteries if necessary.
- Look after all equipment provided.
- Keep an inventory of **MSF** kitchen utensils and equipment, i.e. plates, glasses, cutlery, cookware, etc., and ensure its integrity.
- Report all important information (lost, robbery, damages, deterioration, incident, etc.).to superior

MSF Section/Context Specific Accountabilities

- Prepare lunch and dinner daily for international mobile staff (IMS) according to agreed meal schedules and the number of people to be served.

- Prepare a variety of local and international dishes, including salads, side dishes, and desserts, according to the needs of the staff and guests.
- Contribute to weekly menu planning, ensuring variety and balanced meals.
- Ensure the appropriate quantity, quality, and presentation of meals.
- Apply safe food handling, storage, and preparation practices, including proper management of food temperatures and expiry dates.
- Keep the kitchen and dining area clean, organized, and ready for use.
- Wash and store dishes, utensils, and kitchen equipment properly after use.
- Monitor food supplies, check stock levels, and inform the Foodbox Manager when replenishment is required.
- Use ingredients efficiently and minimize food waste.
- Report damaged equipment, food safety risks, and hygiene concerns to the supervisor.
- Follow MSF internal procedures, workplace rules, and security guidelines at all times

REQUIREMENTS

Education	Literacy essential, course on cooking desirable.
Experience	Previous experience as a cook is essential. Experience preparing meals for groups of people is desirable. Experience cooking different local and international dishes, salads, and desserts is an asset.
Languages	Local language essential. Mission language desirable.
Competencies	• Commitment • Flexibility • Stress Management • Results • Teamwork • Services



HOW TO APPLY

Applications to be submitted with recent resume, motivation letter, copy of education certificates, copy of employment certificates/recommendations, copy of South Sudanese Nationality ID and contact details (phone/email) **by email** as a single document to

msff-juba-recruitment@paris.msf.org

Please clearly state the name of the position you are applying for in the subject line of the email



Please note:

- MSF does not accept any form of money, gift, or favour as part of its recruitment processes – if you are requested for any form of favour, please contact the HR Department on the email address above
- MSF will verify all applicant documents as part of the MSF recruitment process, and any proven fake documentation submitted will mean the applicant is removed from the recruitment process.

- The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal 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 personal data will be treated confidentially. MSF does not sell your personal data under any circumstances. If you have any questions, requests or concerns, you can contact us on the email address above.
- The position is open only to South Sudanese nationals.

The closing date is 3rd November 2026

NB: We thank all applicants for their interest. Only short-listed candidates will be contacted for written test and interviews. Respective schedules for the shortlisted candidates will be posted on the gate outside the office.



