

Posting Title : RATIONS ASSISTANT, G4  
Job Code Title : RATIONS ASSISTANT  
Department/ Office : United Nations Mission in the Republic of South Sudan -  
created by GA Resolution 1996 (2011)  
Location : Bentiu  
Posting Period : 21 February 2025-22 March 2025  
Job Opening number : 25-LOG-UNMISS-253804-R-Bentiu (R)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the Warehouse and Commodity Management Section of the United Nations Mission in South Sudan (UNMISS), Malakal based on need. The Rations Assistant will report to the Rations officer or his/her designated official at the sector level.

The Rations Assistant is responsible for providing reliable and timely assistance to the rations officer or his/her designate on efficient management of relevant records, keeps accurate and complete accounting files on all foods and rations for the TCCs/PCCs.

### **Responsibilities**

Within the delegated authority of the Rations Supervisor, the Rations Assistant will be responsible for the following duties:

- Assist in coordinating with the relevant parties in rations supply chain such as rations supply, warehouses, vehicles to ensure that food delivery procedures are in line with stated.
- Support the monitoring and analysis of contractual performance to ensure compliance with contract terms, schedules and cost objectives.
- Assist in the implementation of internal controls for Contingent rations management and rations record management.
- Assist in continuous training of TCCs/FPU's on the usage of Electronics Rations management system(E-RMS) to prepare their food orders/Menu plans
- Support the TCCs in the preparation and submission of their meal plans
- Assist in ensuring Emergency Rations Packs and Bottled water are of an acceptable quality, under good storage conditions and safe to consume.

- Assist in verifying all contingents' rations stores, kitchens and dining facilities to ensure compliance with Rations policy not limited to requisitioning procedures, good hygienic practices (GHP) and safety standards of food handlers, equipment and facilities.
- Conduct periodic Inspection of food rations, Rations Packs (CRPs) and bottles water, in various warehouse locations including the TCCs/FPU warehouses. Effectively contribute to Rations Unit extra regimental activities and other program to be undertaken by the Unit. Interface with Rations Invoicing / Requisitioning Assistant in their absence.
- Assist in the coordination of contractor performance meetings.
- Perform other duties as required.

## **Competencies**

**Professionalism:** Knowledge of relevant United Nations rules and regulations, of budgetary and administrative procedures, policies and directives, in particular, inventory and control guidelines. Ability to organize and summarize data and information required for a variety of reports, etc. Ability to develop, maintain and operate management control systems for assets, materials, services and claims. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **Education**

High school diploma required.

## **Job Specific Qualifications**

Relevant professional training and extensive experience in at least one of these areas: Project/contract management, food technology, supply chain management or logistics is

required.

Relevant training in software applications such as Outlook, Word and Excel are required.

### **Work Experience**

At least three (03) years of progressively responsible experience in the areas of supply, project/contract management, logistics support, or food technology for candidates who hold a diploma or a minimum of one (1 year) of relevant experience for candidates who possess a first-level university degree or higher is required.

Knowledge of Umoja/SAP database is required.

Knowledge of ERMS is desirable

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position advertised, Fluency in English (both oral and written) is required.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

### **Special Notice**

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This post is located in Bentiu Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.