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**Job Description**

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| **Position:** | Food Safety Monitor |
| **Reports to:** | Project Manager Assistant |
| **Location:** | Babil, Mahawil district |
| **Duration:** | 01 January 2022 – 30 April 2022 |
| **Start date:** | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The position is responsible to ensure adequate monitoring and safety of distributed food under the school feeding activities in Babil, Mahawil district, Food Safety Officer with an experience in food quality insurance in the Iraqi context. In addition, the Food Safety Officer is expected to support the local partner’s team in the organization of the food procurement, food processing and food handling process to targeted school. The position will be based in Babil, Mahawil area office.

**Responsibilities**

* **Key Responsibilities**
* Collect testing samples in daily basis of received food at the warehouse.
* Ensure that received food is in high quality and match with the specifications required by OROKOM and the donor.
* Check the production and expiry dates of manufactured items (cheese, water and juice) and ensure that all received items are valid.
* Ensure that all received items adhere with the nutrition content specified by OROKOM and the donor.
* Develop and maintain food safety and quality assurance system.
* Ensure that incidents are investigated and reported in timely manner.
* Conduct school inspection visits in coordination with Project Manager, Directorate of Health to ensure that food handling and distribution is being implemented by school personnel in a quality and safe manner.

**Qualifications**

* **Job and person specifications**
* A university degree in Health section, Nutrition Science, Food Quality, or Equivalent
* At least two years of experience working in the same field
* Knowledge and experience of working in Food Quality system
* Excellent analytical and reporting skills.
* Motivation, creativity and ability to work independently
* Full knowledge and skills using MS Excel, Word and Outlook.
* Have the ability to prioritize responsibilities, carry out multiple tasks simultaneously, and able to meet deadlines.
* Good in spoken and written English and Arabic is a must.
* Knowledge of humanitarian principles and code of conduct is desired.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 December 2021 and to the following emails

[ali.salem@orokom.org](mailto:ali.salem@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media:  [https://orokom.org/](%20https://orokom.org/%20)  and <https://www.facebook.com/Orokom.iq/>