

Chef de Cuisine, Official Residence, Embassy of Canada

Position title	: Official Residence Chef de Cuisine
Appointment Process No	: 2021-RIYADH-04
Type	: Indeterminate/Term
Department	: HOM Support
Number of Vacancies	: One (1)
Level	: General Services
Classification	: LE-G4 (48 Hours per week)
Salary range	: SAR 118,385 per annual and 13 th month bonus.
Location	: Embassy of Canada in Riyadh, Kingdom of Saudi Arabia
Closing date	: 29 September 2021 at 23h59m (GMT)

Summary of Duties

The incumbent oversees all culinary aspect of the Official Residence of the Head of the mission (Ambassador-level), including the planning, creation, and preparation of meals for official and unofficial events (includes formal and informal luncheons, dinners, cocktails and receptions) and the maintenance of the food inventory and kitchen supplies.

Area of Selection/Eligibility

Open to all external applicants residing in the Kingdom of Saudi Arabia and eligible to work, and to all mission employees occupying an indeterminate or term position, including emergency employees.

The Canadian Government is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

Note:

- Relocation expenses will not be paid in any circumstance;
- Applicant shall provide valid resident permit when requested at the time of shortlisting.

Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, experience and language. All applicants must submit a resume and a cover letter by the closing date. The cover letter must specify, using concrete examples, how the applicant meets the language, education and experience requirements listed below. Only applicants who clearly demonstrate through their application that they meet the language, education and experience requirements will be contacted for further assessment.

Education: Diploma in Culinary Arts, Catering or Food and Beverage from a government recognized institute/college/university or an acceptable combination of education, training and experience.

Language:

- Fluency in English

**Fluency will also be assessed by a variety of means including but not limited to your cover letter, a written assessment and interview.*

Experience:

- Minimum three (3) years of recent** experience in Food preparation in a restaurant, hotel, diplomatic mission, or similar service environment in the Food & Beverage industry.
- Managing kitchen services and menu planning, budgeting and tracking expenditures.

*** Recent experience refers to the cumulative depth and breadth of experience associated with having performed a broad range of related activities **within the last 7 years**. Experience will be assessed based on scope, quantity, complexity, and diversity of the work performed, and degree of autonomy.*

Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.

Knowledge/Ability/Competencies:

- Knowledge of general culinary procedures and practices;
- Knowledge of menu planning.
- Knowledge of general food quality and safety;
- Knowledge of cleanliness and hygiene standards and methods.
- Knowledge of budget planning and financial procedures.
- Knowledge of the reliable local service providers in the food industry.

- Ability to coordinate conflicting priorities within tight deadlines and meet day-to-day work targets.
- Ability to communicate effectively (verbal and written) with clients.
- Ability to work in a team environment and establish harmonious interpersonal relationship to achieve goals and objectives.
- Ability to analyze and interpret information quickly and efficiently according to established criteria and do follow-up.
- Ability to plan and organize large events
- Ability to use sound judgement and organize workflow with minimum supervision.
- Ability to provide appropriate food & beverages according to the nature and requirements of the event and to adapt quickly to any changes.
- Effective performance under pressure
- Professional integrity

Operational Requirements

- Willing to do overtime on weekdays and/or during weekends if job demands;
- Required to work directly with the high profile officials in a diplomatic environment;
- Occasional exposure to stressful work situations;
- Leave may occasionally be restricted due to operational requirements.

Asset Qualifications

Preference may be given to candidates who have the following Asset Qualifications. Where applicable, candidates must clearly demonstrate how they meet any asset qualifications in their cover letter and curriculum vitae (CV).

- Knowledge of Canadian and foreign cuisine and ingredients.
- Working knowledge of Arabic.

Conditions of Employment

- Must be a legal resident of the Kingdom of Saudi Arabia and eligible to work therein;
- Valid passport and Saudi residency permit(Iqama)
- Iqama transfer required (Kindly note that the embassy sponsors all eligible indeterminate/ term employees. Only professional Iqama can be transferred to the embassy. The embassy cannot transfer an applicant currently on a dependent iqama (i.e. spouse or child)
- Obtain and retain an enhanced reliability clearance (security clearance)

- Successful completion of a one (1) year probation period
- Successful candidates must pass a routine medical examination (funded by the Embassy)

How to apply

- Applications will only be considered when received through our portal. Link for this job poster - <https://www.wfca-tpce.com/vacancyView.php?requirementId=4605&> Candidates are required to upload a cover letter and CV in English or French. Applications, which do not include the requested documents or information in the CV or cover letter, will be rejected. Any additional information must be included as part of these two attachments.
- Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources/RessourcesHumaines@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Important notes

- Candidates are entitled to participate in the appointment process in the official language of their choice. They are asked to indicate their preferred official language in their application (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidate to ensure accurate contact information is provided and updated as required.
- Please note that some email systems may block emails from unknown users. Candidates should include an email address that accepts email from unknown users and regularly check their email, including junk mail.
- Candidates selected at the screening stage will be invited for further assessment. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests, presentations and/or psychometric assessment.
- Reference checks will be sought for candidates that reach interview stage and may form part of the selection process.
- The Embassy of Canada in Riyadh does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- If candidates need any special assistance in terms of attending exams or interviews, then please let us know during the application process.
- The results of this competition may also be used to establish an eligibility list of staff for similar openings at the Embassy of Canada in Riyadh, which might arise in the 12 months following the completion of this competition.
- If you have any questions at any stage of the process please send an email to CSDPDHHumanResources/RessourcesHumaines@international.gc.ca