



UNITED NATIONS SUPPORT OFFICE IN SOMALIA

(UNSOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO KENYA NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS:	02 MAY 2019
DATE OF ISSUANCE:	03 APRIL 2019
FUNCTIONAL TITLE:	ASSOCIATE FUEL OFFICER
LEVEL:	NO-B
SECTION:	LIFE SUPPORT
LOCATION:	MOMBASA
DURATION OF CONTRACT:	ONE (01) YEAR FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/AFO/016/2019

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in the Life Support Section in Mombasa. The Associate Fuel Officer at this level reports to the Chief, Contracts Management Officer within Life Support Section or his designated Officer.

Duties and Responsibilities:

Within delegated authority, the Associate Fuel Officer will be responsible for the following duties

- Implement and monitor projects required to improve the management of fuel assets, storage, control of fuel equipment in the mission, and the daily upkeep of all related facilities and equipment such as bladders and fuel tank systems.
- Manage a central record of all fuel inventories, task orders and deliveries, and coordinate between regional fuel staff and Mission Fuel Unit to ensure that all fuel deliveries are timely, monitored and controlled.
- Contributes in the development of outsourced contracts for fuel and associated support services, including preparation of Statements of work, technical evaluations, requisitioning, preparation of presentations to Local Contracts Committee (LCC), contract quality control and quality assurance, accounting and invoicing verification.
- Maintain close communication with regional fuel supervisors to resolve supply chain issues and administer fuel assets and write-offs.
- Track and account for fuel using the Mission Electronic Fuel Management System (eFMS).
- Manage the regional Quality Assurance (QA) plans of Fuel and Food Rations and participate as a Quality Assurance Surveillance Evaluator (AQE) by establishing QA inspection schedules, undertaking on-site reviews of contractor facilities, and evaluating regional quality control procedures, equipment and contractor staff in accordance with Mission Quality Assurance Surveillance Plan (QASP).

- Monitor and assist in the investigation of fuel accounting and/or recording discrepancies and periodic physical verification of fuel records for regional fuel offices.
- Coordinate all Life Support Section functions of fuel, Rations and General Supply in Mombasa on behalf of the relevant Unit Chiefs.

Competencies

Professionalism: 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.

Team Work : 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.

Planning & 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.

Qualifications

Education: A University degree in petroleum/mining engineering, chemical/mechanical engineering or in a related technology program from a recognized university. Specific IATA/internationally-recognized courses in fuel quality inspection techniques are desirable. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two (2) years of experience in large-scale fuel Quality Assurance (QA) for a retail or logistics operation or for either a major petroleum corporation or international NGO, including direct and significant personal management experience in aviation Jet A1 refueling, and experience in diesel fuel management and handling, transportation and safety, and storage and inspection. Proven ability to analyze complex aviation fuel issues and work alone on significant fuel quality handling/storage and fuel service projects and related issues with minimal supervision is highly desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other language is an asset.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **02 May 2019** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).