



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**ADVERTISEMENT**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>30 JANUARY 2017</b>
<b>DATE OF ISSUANCE:</b>	<b>17 JANUARY 2017</b>
<b>FUNCTIONAL TITLE:</b>	<b>FUEL ASSISTANT( 2 POSITIONS)</b>
<b>SECTION:</b>	<b>LIFE SUPPORT SECTION</b>
<b>LOCATION:</b>	<b>MOGADISHU, SOMALIA</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR (INTERNATIONAL)</b>
<b>DURATION OF CONTRACT</b>	<b>1-9 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/LSF /023/2017</b>

**Special Notice:**

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

**Organizational Setting and Reporting Relationship:**

This position is located within the Fuel Unit. The Fuel Assistant reports directly to the Chief Fuel Unit.

**Responsibilities:**

Within the limits of delegated authority, the staff is responsible for all field fuel operations and effecting implementation of fuel plans. The duties of the Contractor include the following:

- Oversee fuel operations, review fuel stock holdings and project product requirements ensuring that each assigned location both civilian and Military maintains adequate reserve and operational stocks at all times; coordinate all regional and local fuel deliveries when required.
- Assist with implementing the Mission Fuel Plan and the Unit's work program.
- Assist in rollout of the EFMS-2 program.
- Undertake a weekly reconciliation of fuel receipts and issues in order to confirm that fuel is not being misappropriated.
- Initiate investigations into presumptive fuel fraud as and when appropriate.
- Monitor fuel usage by Vehicles, Aircraft, Generators, and Contingents and investigate any major anomalies or inconsistent fuel consumption.
- Provide oversight, training and guidance to military operational staff deployed in the operation of field fuel installations and EFMS-2.
- Oversee issuance and ensure proper accounting of POL products at assigned locations.
- Assist with validating requests and authorizing issuances to contingents and other users.
- Ensure daily testing of ground fuels in accordance with international standards.
- Ensure that fuel requisitions are prepared in a timely fashion and once approved implement the requirements for the purchase of fuels, oils and lubricants.
- Ensure that internal control systems are functioning to the highest standard including accurate and complete accounting, reporting and maintain all electronic/hardcopy records to ensure proper audit trail.

- Coordinate issues pertaining to quality control, safety and maintenance of fuel installations, vehicles and fuel equipment in assigned locations
- Assist in ensuring that fuel operations are conducted according to recognized international environmental and safety standards in a professional and competent manner.
- Perform other related duties in liaison with the Chief, Fuel Unit.

Work implies frequent interaction with the following:

MLOs in the Mission Area

Operational Staff from other sections

Suppliers

### **Results Expected:**

Effectively oversee Fuel Operations for the Mission. Establish effective collaboration and partnerships with operational staff from other sections as well as Military Contingents oversight.

### **Competencies:**

**Professionalism:** Experience in working with internationally recognized fuel standards with a good understanding of day-to-day management of fuel operations including storage, transportation and distribution of fuel; logical and analytical approach to solving problems; sound knowledge of quality assurance programs and quality control procedures relating to Implementation; ability to install and operate fuel bladders/farms; commitment to implementing the goal of gender equality by ensuring the equal participation and full 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 involvement of women and men in all aspects of peace operations.

**Teamwork:** Excellent inter-personal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. 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.

**Technological Awareness:** Fully proficient computer skills and use of relevant software and other applications, including project management tools; ability to define and manage the adoption of new applications for fuel supply chain management; awareness of management procedures with respect to communications systems, materials management, accountability and reporting ; Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

**Communications :** Speaks and writes clearly and effectively: Listen to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having a two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Qualifications:**

**Education:** High school diploma or equivalent. Certification/diploma or other supplemental academic qualifications or training is highly desirable.

**Work Experience:** At least 6 years experience of progressively responsible experience in the following areas; the operation of field fuel installations and fuel handling procedures; fuel contract administration; fuel accountability and loss prevention; quality assurance/quality control procedures related to POL operations in a field environment; and Safety, Health and Environmental procedures related to POL operations. Knowledge of the UN rules, regulations and working practices pertaining to UN peacekeeping or other field operations is an advantage.

**Languages:** Fluency in spoken and written English; knowledge of a second official UN language is an advantage and sometimes a requirement.

**Assessment:** Evaluation of qualified candidates may include an assessment exercise which will be followed by 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 on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **30 January 2017** will not be accepted. CVs will not be accepted.

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org).

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

**A copy of P11 to be attached.**

**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).**