



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

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS**

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS: 30 JUNE 2021
DATE OF ISSUANCE: 01 JUNE 2021
FUNCTIONAL TITLE: FUEL ASSISTANT
LEVEL: GL-5
SECTION: LIFE SUPPORT SERVICES
LOCATION: DHOBLEY, SOMALIA
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER: UNSOS/LSS/007/2021

Special Notice:

This position is funded for an initial period of one year and may be subject to extension. Appointment against this position is on a local basis. The candidate is responsible for any travel expenses incurred in order 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 Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located Dhobley within United Nations Support office in Somalia. The Fuel Assistant, at this level reports the designated officer in the region with a second reporting line to Chief of Fuel Unit.

Duties and Responsibilities:

Within delegated authority, the Fuel Assistant will be responsible for the following:

- Assists in implementing fraud prevention programs.
- Implements a system to conduct daily, weekly, and monthly reconciliation of fuel receipts and issues.
- Assists in developing, implementing, and updating the Mission Fuel plan and the Unit's work programme.
- Performs specialized technical functions implementing fuel related Quality Assurance (QA)/Quality Control (QC) policies and procedures.
- Inspects, maintains, operates, and supervises repairs fuel receipt, storage and supply facilities and equipment; analyzes historical fuel, oil and lubricants consumption and forecasts future requirements.
- Arranges for supply and distribution of fuel and associated products to end users.
- Ensures that requisitions are prepared in a timely fashion and once approved, implements the requirements for the purchase of fuels, oils and lubricants.
- Monitors the expenditures against the funds allocated and with respect to fuel-related requisitions.
- Uses Electronic Fuel Management System (EFMS) to monitor fuel usage by vehicles, generators, locations, and contingents.
- Supports invoice verification and processing.
- Supports the preparation of audit responses.
- Conducts and supports on-the-job training of junior staff members in fuel unit.
- Performs other related duties as required.

Competencies:

Professionalism: Knowledge of supply operations, practices, and contract management. Ability to specify business rules in the specific supply area. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

Qualifications:

Education: High school diploma or equivalent is required. Training in fuel operations/handling and quality control is required. Membership with the Air Transport Association (IATA) is desirable.

Experience: A minimum of five (5) years of progressively responsible experience in the field of Petroleum Oil and Lubricants (POL). Work experience in at least two related POL disciplines; (1) fuel handling and quality control, (2) equipment maintenance, (3) fuel supply and distribution operation, (4) health, safety, security, and environmental procedures. The incumbent must possess valid driver's license.

Languages: 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 United Nations language is desirable.

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

Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below on or before the deadline. The PHP is on <https://unsos.unmissions.org/jobs>. Applications submitted after the **30 June 2021** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

Please quote clearly the Vacancy Announcement Number and Functional Title in the subject of the e-mail.

Kindly attach a copy of PHP, all relevant academic certificates, NISA Certificate, CID Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA certificates are required at a later stage of the recruitment process.

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).