

Posting Title : FUEL OFFICER, FS6
Job Code Title : FUEL OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 4 November 2022-18 November 2022
Job Opening number : 22-Logistics and Supply Chain-UNIFIL-194570-F-
NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is in the Life Support section of the United Nations Interim Force in Lebanon (UNIFIL). The Fuel Officer will be based in Naquora, Lebanon and reports to the Chief, Fuel Unit.

Responsibilities

Within delegated authority and under the overall supervision of the Chief, Fuel Unit, the Fuel Officer will be responsible for the following duties:

- Assists in management and provision of petroleum, oils and lubricants (POL) as well as provision of other related services to the Mission.
- Supervises subordinate and junior staff members and conducts on-the-job training.
- Supervises and Manage the Fuel Operations, and fraud and loss prevention Cell.
- Certifies misappropriation reports and develops fraud prevention programs.
- Follows up the preparation of purchase orders and once approved implements the requirements for the purchase of fuels, oils and lubricants.
- Follows up the process of purchase orders and monitors expenditure.
- Certifies verification of payment documents for Authorization.
- Certifies delivery documents for approval.
- Reviews requests and authorize issues of bulk fuel to contingents and other users.
- Develops standard operating procedures to assist in Fuel Unit Operations.
- Develops the requirement of support equipment.
- Develops new contracts for fuel and associated support services, including the preparation of Statements of Work (SOW), technical evaluations, requisitions and preparation of presentations to the Local Committee on Contracts.
- Develops and updates the Mission Fuel Plan and the Unit's work program.
- Certifies the Receiving and Inspection (R&I) processes as required.
- Manages the mission

strategic and local reserves, reviews the Days of Supply (DOS) and advise Chief fuel Unit accordingly Reports the stock periodically to the chief of Unit or Fuel Officer P4. • Reviews and certifies the quality of POLs by verification of quality test. • Manages Safety, Health and Environmental (SHE) instruction and guidelines. Analyzes incident reports and takes appropriate action to prevent future occurrences. • Coordinates with Regional Fuel Officers to improve overall fuel related Quality Assurance (QA) performances. • Certifies preventive maintenance schedules and reviews maintenance reports and forecasts future requirements. • Collaborates with procurement and Contract Management in the preparation of contracts. • Coordinates and manage contract operations. • Resolves any contractual issues. • Reviews and certifies contract performance reports to ensure compliance with contract terms, Key Performance Indicators (KPI), schedules and cost objectives. • Reviews, advises clients and certifies data and information for budget preparation. • Reviews audit requests, prepares responses and follows up on the implementation of audit recommendations. • Oversees and certifies quality assurance of daily, weekly and monthly reconciliation of fuel receipts and issues. • Reviews historical consumption of fuel, oil and lubricants and forecasts future requirements. • Reviews and certifies expenditure against funds allocated for purchase orders and forecasts future requirements. • Inspects fuel usage for vehicles, generators, individual users and contingent owned equipment ensuring they are monitored and analyzed for any major anomalies or patterns of inconsistent fuel consumption. • Manages internal control systems and carries out inspections to ensure that processes are functioning to the highest standard including accurate and complete accounting, reporting and maintenance of electronic/hard-copy records to ensure proper audit trail. • Reviews equipment with high rate of consumption as provided by Electronic Fuel Management System (EMFS) and recommends control, solutions or mitigations. • Coordinate the implementation of Field Remote Infrastructure Monitoring (FRIM) system and manage FRIM reporting system. • Periodically reviews the Fuel Unit Business continuity, updates the risk register and updates the risk response plan accordingly. • Perform other duties as required.

Competencies

Professionalism: Knowledge of petroleum supply operations . 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. **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. **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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Technical or vocational certificate in Petroleum, Oil and Lubricants (POL) supply operations, project management or contract management from internationally recognized organizations, e. g., IATA, is desirable

Work Experience

A minimum of ten (10) years of progressively responsible experience in four or more of the following areas is required: (1) the operation of field fuel installations and fuel handling procedures; (2) fuel contract administration including budgeting and fuel accounting; (3) maintenance/repair of fuel equipment; (4) quality assurance/quality control procedures related to POL operations in a field environment; and (5) Safety, Health and Environmental procedures related to POL operations. Experience in three or more of the following areas is desirable: (1) managing support services of international peacekeeping or military/field operations (2) Knowledge of UN rules, regulations, and working practices pertaining to field missions (3) Experience in logistics support in the field of petroleum operations with at least four years at the international level (4) Experience in Automatic level gauges for measuring the level of liquid in stationary storage tanks.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under

conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.