

Posting Title : FUEL OFFICER (Chief of Unit), P4
Job Code Title : FUEL OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 2 February 2022-3 March 2022
Job Opening number : 22-LOG-UNIFIL-173113-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located within the Fuel Unit, Life Support Section, in the United Nations Interim Force in Lebanon (UNIFIL), Naqoura, Lebanon. The incumbent reports to the Chief of Life Support Section.

The incumbent plans, organizes and supervises all the activities of Fuel management for the Mission including the administration of outsourced contracts for petroleum, oils and lubricants (POL).

Responsibilities

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

- Provide effective and timely planning, expert guidance, oversight, management and coordination of mission fuel supply in all phases of operations;
- Develop Mission Fuel Plan specifying requirements for fuel and other Petroleum, Oil and Lubricants (POL) products, fuel delivery and distribution assets, storage and dispensing equipment, fuel reserves, other resources, and ensure its implementation;
- Plan, coordinate and oversee the work carried out in the Unit determining priorities and allocating resources for the completion and timely delivery of outputs;
- Develop, review, monitor, assess and manage outsourced contracts for fuel and associated support services including preparation of Statements of Work, technical evaluations, requisitioning, contract quality control and quality assurance, accounting and invoicing verification;

- Plan and prepare cost estimates/budget implications, performance reports and forecasts of Mission's requirements for POL and equipment related;
- Resolve within the terms and conditions of the contracts, conflicts/problems arising in cases of poor performance or non-compliance with contractual obligations, document and refer to UN Headquarters (UNHQ) cases of non-compliance or poor performance;
- Ensure that fuel usage by vehicles, generators, individual users and contingents are monitored and investigate any major anomalies or inconsistent fuel consumption;
- Monitor and analyze contract performance to ensure compliance with contract terms, schedules and cost objectives;
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
- Review, prepare, present fuel-related cases at the Local Committee on Contracts (LCC) and initiate action to fulfill and control these requirements;
- Develop, review, evaluate and upgrade standard operating procedures for fuel management; Manage, guide, develop and train staff under his/her supervision;
- Train troops on UN internal control, accounting systems and guidelines;
- Ensure the efficient and effective management of fuel operations for the mission in line with established operating procedures. Provides timely and well explained information on fuel management requirements and related UN rules, regulations and safety procedures to field mission staff.
- Ensure that fuel duties are undertaken by mission and contractor staff with due regard to environmental and fire safety requirements;
- Exchange information regarding policies and standards and obtain agreement on practices to meet unique local circumstances;
- Provide specialist technical and logistical advice to the Chief Supply Life Support Section on all matters related to fuel supply;
- Ensure the safety and efficient transportation to and from the field mission of both civilian and military personnel as well as equipment and goods through planning, coordinating, adjusting and monitoring of all operational and safety activities simultaneously in an effective and timely manner.
- Provides timely and well explained information on fuel management requirements and related UN rules, regulations and safety procedures to field mission staff.
- Maintains active communication with UN Country Team and Agencies and other missions to ensure coordinated, high-quality fuel operation in support of the region's mission goal.
- Perform other duties as required.

Competencies

Professionalism: Knowledge of fuel operations, practices and contract management. Demonstrated ability to analyze large volumes of data related to provision of fuel operations. Demonstrated ability to identify critical issues and formulate corrective actions. In depth knowledge of the United Nations Financial Regulations and Rules. Ability to apply business rules best practices in fuel 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.

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.

Creativity: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Education

Advanced university degree (Master's degree or equivalent) in engineering (civil, chemical, and mechanical), business administration, management, or related fields.

A first level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of seven years (7) of progressively responsible experience in supply chain, project/contract management or logistics support in the field of petroleum products including

a minimum of three (3) years in fuel supply operations and management in the oil industry, military or government petroleum operations, or international organization, is required.

Experience in procurement, administration or management of largescale goods or services contracts, outsourced contracts for fuel and associated support services, including preparation of Statements of Work, contract quality control and quality assurance, is required.

Two years (2) of supervisory experience in an international environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity 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.