



TEMPORARY JOB OPENING

10 November 2016

Ref. No: TJO/2016/009

GS-4 TJO Grade Level	Fuel Assistant Functional Title
Fuel Unit / Supply Chain Management Section	
Department/Office/Division	
Supply Chain Management Section	
Occupational Group (See list on last page)	
GS-3 and GS-4 Open to (Current Grade of Applicant)	23 November 2016 Deadline (DD/MM/YYYY)

Service/Section:	Supply Chain Section	Estimated Start Date:	ASAP
Duty Station:	UNIFIL	Possibility of Extension?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Duration:	One year	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief Fuel Unit, the Fuel Assistant will be responsible for the following duties:

- Carry out random and routine Fuel Fraud and Loss Prevention inspections and verifications. Immediately report and address any identified case of fuel fraud or loss.
- Conduct follow-up inspections and highlight areas of major concern and complete detailed reports of inspection conducted.
- Conduct inspections and verifications of all Multi-Generators as well as installations of kilowatt hour meter counters and dipped fuel at Multi-Generators fuel tanks located in the area of operations (AO).
- Assist in monitoring of fuel consumptions and current stock holdings and validate against existing self-developed electronic programs.
- Monitor and verify fuel consumption rate (FCRs) through Electronic Fuel Management System (EFMS).
- Witness direct fuel deliveries made by the contractor (MEDCO) to UNIFIL generators.
- Assist and advise military contingents on routing procedures (fuel requesting, reporting, accounting etc.) to ensure full accountability with regard to Fuel & POL management. Deliver induction (after rotation) and other regular briefings on Fuel management to the military contingents.
- Carry out random and routine Quality Control inspections, in compliance with appropriate mission's SOPs, to ensure that Fuel & POL vendors fully meet terms of respective contracts.
- Conduct fuel meters inspections and calibrations, properly record the results of the inspections and calibrations.
- Record, as required, odometer/hours meters/ power meters data from UNOE and COE equipment in order to verify correspondence between fuel consumptions and equipment usage.
- Performs other duties as required.

COMPETENCIES

- **Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. 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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS

Experience:

Minimum of three (03) years in supply chain management, quality assurance / quality control management or logistics is required.

Education:

High school diploma or equivalent is required.

Languages:

Fluency in oral and written English is required. Knowledge of French is desirable.

Other Skills:

- Good computer skills, i.e. MS Office (Word, Excel, PowerPoint, & Visio).
- Candidates will have to pass the United Nations Administrative Support Assessment Test (ASAT) or an equivalent /appropriate locally-administered test at Offices Away from Headquarters.

Additional Comments:

Submit **a fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- Via e-mail to unifil-recruitment@un.org or;

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Temporary Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.

DOCUMENTS REQUIRED:

- Cover Letter**
- PHP**
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- Others: High School and Work Certificates**

Please choose from this list of Occupational groups:

Administration	Jurists
Civil Affairs	Legal Affairs
Civilian Police	Logistics
Conference Services	Management and Program Analysis
Drug Control and Crime Prevention	Medical
Economic Affairs	Ombudsman
Electoral Affairs	Political Affairs
Engineering	Procurement
Finance	Program Management
Human Resources	Public Information
Human Rights	Science and Technology
Humanitarian Affairs	Security
Information Management	Social Affairs
Information Systems and Technology	Social Sciences
Internship	Statistics

Note:

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.