



## UNMIS

### TEMPORARY VACANCY ANNOUNCEMENT (TVA)

TVA No. UNMIS-TVA-2010-FS4-ISS-062  
Post No. 79398, 79400, 79399 (3 posts)  
Location: Malakal, Abyei, Wau  
Date Posted: Wednesday, 08 September 2010  
Deadline: Wednesday, 22 September 2010

#### Fuel Assistant, FS-4

The United Nations Mission in Sudan (UNMIS) seeking **Fuel Assistant, FS-4**, for a period of six (6) months in the above-mentioned areas.

#### **RESPONSIBILITIES:**

Within delegated authority, the Fuel Assistant will be responsible for the following duties: Assist the Chief Fuel Unit in the management of the supply of fuel to the mission including the administration of outsourced contracts for petroleum, oils and lubricants (POL) and related services. Assist, as required and under supervision, with implementing the Mission Fuel Plan and the Unit's work program. Assist with performing specialised technical functions, as required and under supervision, in implementing fuel related Quality Assurance (QA)/Quality Control (QC) policies and procedures, contract administration. Assist in the inspection, maintenance, operation and repair of fuel receiving, storage and supply facilities and equipment. Assist with ensuring that mission strategic and local reserves are maintained at adequate levels at all times. Assist in weekly reconciliation of fuel receipts and issues in order to confirm that fuel is not being misappropriated. Assist with ensuring that fuel usage by vehicles, generators, individual users and contingents are monitored and report any major anomalies or patterns of inconsistent fuel consumption to the Chief Fuel Unit. Prepare input and data as required for the Fuel Unit's budgeting or planning purposes. Assist with ensuring that fuel requisitions are prepared in a timely fashion and once approved, assist with the timely raising of requisitions for the purchase of fuels, oils, lubricants, services and equipment. Assist with monitoring expenditure against the funds allocated by Purchase Orders in respect of fuel related requisitions. Assist with validating requests and authorise issues of bulk fuel to contingents and other users. Assist with ensuring implementation of the internal control systems including accounting, report on and maintain all electronic/hardcopy records to ensure proper audit trail. Assist with recording and reporting contractor performance information and data. Supervise subordinates in Fuel Unit as assigned. Perform other related duties as required.

#### **COMPETENCIES:**

**Professionalism:** Practical knowledge of internationally recognized fuel supply and management standards with in-depth understanding of field support operations; programme/contract execution and administration; fiscal awareness, responsibility and knowledge of UN financial rules; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Client Orientation:** Strong negotiating skills and ability to influence others to reach agreement. **Technical Awareness:** Computer skills, including ability to operate common database software, spreadsheet and project management applications. **Communication:** Proven communication (verbal, written and presentation) skills, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations. **Teamwork:** Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

#### **QUALIFICATIONS:**

**Education:** High school diploma or equivalent plus certification/diploma or other supplemental academic qualifications or training. Candidates with relevant experience in peacekeeping missions/military related field would be given equal consideration. **Experience:** At least 6 years of progressively responsible experience in supply management, project/contract management or logistics support. Experience in petroleum supply chain required. Experience in managing support services of international peacekeeping or military operations is highly desirable. Extensive knowledge of the UN rules, regulations and working practices pertaining to field missions is an advantage. **Language:** Fluency in spoken and written English; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Candidates with relevant experience and qualifications who wish to be considered for this temporary assignment may indicate their interest by email to [UNMIS-TVA@un.org](mailto:UNMIS-TVA@un.org) by close of business on Wednesday, 22 September 2010, citing the above TVA number in the subject line and enclosing their up-to-date Personal History Profile (PHP), available from <http://jobs.un.org>, as well as a copy of their two most recent performance evaluation reports. While this temporary assignment will provide the successful applicant with an ideal opportunity to gain additional work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Military personnel (TCC) and police personnel (PCC) on secondment cannot apply for this position during their tour of assignment nor can UN Volunteers in UNMIS and UNAMID who are currently serving or have served in the previous 6 months. Due to the volume of applications only those candidates under serious consideration will be acknowledged.