



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-10-069

VA Issuance Date: 29 July, 2010.

Deadline for Applications: Open ¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

Title: <i>Fuel Assistant</i>	Grade: <i>GL – 4</i>	Region (please indicate preference in application): Kadugli (MIS892723)
POST OPEN FOR SUDANESE NATIONALS ONLY		
Women are strongly encouraged to apply ²		

¹ Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and Responsibilities:

Under the supervision of the Chief Fuel Officer the incumbent shall perform the following duties:

- Assist in the provision of effective and timely planning, and coordination of the provision of ground fuel, aviation fuel and lubricants within the assigned sector in coordination with the Fuel Contractor's Site Manager;
- Keep computerized records (Mission Electronic Fuel Accounting System) of all received and issued POL products within the sector or area and enter information into the Fuel database and;
- Review and analyze fuel returns and database records for correctness and discrepancies;
- Assist in initiating reports on database anomalies and assist in investigation of discrepancies;
- Assist in reviewing and monitoring existing requirements for POL products for vehicles, aircraft and generators, both for UN-owned and Contingent-owned equipment;
- Assist in analyzing consumption patterns for POL in the sector;
- Ensure environmental policies are adhered to, including fire and safety standards;
- Ensure that bulk fuel receipts in the sector undergo quality assurance checks. Ensure daily testing of aviation fuel and ground fuel;
- Ensure that Fuel Contractor's staffs are trained and maintain accurate personnel records;

- Ensure morning and evening verification of fuel stocks; ensure strict accountability of all fuel stocks as well as daily functional/safety inspection of all equipment including Containerized Refueling Station (CRS), fuel tanks, fuel pumps and fuel testing equipment;
- Ensure that Fuel Contractor's fuel equipment are maintained and calibrated and records maintained;
- Inspect sector fuel points weekly; assist with the technical evaluation of proposals;
- Be a member of any Site Board meeting conducted within his/her Sector for new fuel site establishment and monitor mobilization and construction of sites;
- Receive and process requests for Visa, F1 document, contractor's ID card and book keeping;
- Verify original invoices submitted by POL supplier for payment;
- Ensure that all financial and procurement rules and regulations are adhered to when processing payments;
- Liaise with Procurement Section, Contract Management Unit and Finance Section to ensure timely settlement of invoices and recovery of funds where required;
- Maintain and accurately record all POL accounting data on electronic files, databases and on regular files as required;
- Produce reports on the status of outstanding requisitions, paid and/or outstanding invoices, payment and related details;
- Managing incoming/outgoing correspondence, ensuring that correspondence is logged and appropriately delegated; and
- Perform any other duties as may required.

Competencies:

Professionalism: Detailed knowledge of internationally accepted fuel purchasing and management standards with a good understanding of the UN procurement/contract execution and administration; a thorough understanding of inventory policies, practices and procedures;

Planning and Organizing: Effective skills in raising, assigning and following up on project schedules and work orders; demonstrated ability to determine work required and assign the same correctly according to skills capability of available staff.

Teamwork: Good inter-personal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity for diversity and gender.

Communications: Ability to communicate effectively, both orally and in writing.

Technological Awareness: Good computer skills; proficiency in relevant software and other applications.

Qualifications: High school diploma, Post-secondary education at college, university or specialized training institution in the field of Fuel/Petroleum, Oil and Lubricants (POL)-related discipline from internationally-recognized organizations, e.g., IATA, is an asset. Certification or other supplemental academic qualifications or training is highly desirable.

Experience: At least four (4) years of experience and a high level of demonstrated analytical and problem-solving skills. Experience with UN/NGO or other International bodies is an added asset.

Language skills: Fluency in written and spoken English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

Other skills: Demonstrated ability to apply good judgment in the context of assignments given. Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner is highly desirable.

Interested applicants should submit their applications together with the following documents:-

- 1- The United Nations Personal History form ([P-11](#)).
- 2- High school/Secondary diploma.
- 3- Academic Certificates.
- 4- Birth Certificate or National Passport or National ID card.

5- Three (3) letters of reference from former employers or Academic Instructors.

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.g. UNMIS-GS-10-069

National General Services: unmis-recruitmentGS@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200