



United Nations Mission in South Sudan  
UNMISS

**VACANCY ANNOUNCEMENT**

**VA No. UNMISS-GS-12-001**

**VA Issuance Date: 20 January 2012**

**Deadline for Applications: 04 February 2012**

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

<b>Title: Fuel Assistant</b>	<b>Grade: GL-4</b>	<b>Region (please indicate preference in application): Juba, Bor, Yambio, Aweil, Kwajock &amp; Rumbek</b>
<b><i>POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply</i></b>		

<sup>1</sup> Vacancy will remain open for at least two weeks, or until it is filled. 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.

<sup>2</sup> 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 State Fuel Officer, the Fuel Assistant will be expected to perform the following duties:

- a. Assist in the provision of effective and timely planning, and coordination of the provision of ground fuel, aviation fuel and lubricants within the assigned location in coordination with the Fuel Officers and Fuel Contractor's Site Manager.
- b. Review Issue Slips, regularly upload fueling date in to database, monitor computerized records of all received petrol, oil and lubricants (POL) products transactions within the location and ensure the correct information is entered into the Fuel database.
- c. Assist in initiating reports on database anomalies and assist in investigation of discrepancies.
- d. Assist in reviewing and monitoring existing requirements for POL products for vehicles, aircraft and generators, both for UN-owned and Contingent-owned equipment.
- e. Ensure environmental policies are adhered to, including fire and safety standards through regular site visits.

- f. Witness the bulk fuel receipts at the DP's undergo quality assurance checks. Witness daily testing of aviation fuel and ground fuel.
- g. Witness bulk loading and deliveries to Forward Locations; maintain account of deliveries and consumption reports.
- h. Witness physical stock measurements at Distribution Point with in the AOR. And report the same to the Fuel Officer.
- i. Ensure all fuel equipment are in good working condition and safe to use through daily functional/safety inspection of all equipment including.
- j. Assist in regular inspection of contractor and mission operated sites. Report findings to the Fuel Officer. Follow-up on closure of agreed actions.
- k. Assist in Office administration activities- such as filing, follow-up on memos and other documents from the unit, facilitate meetings, request and collect stationeries etc.
- l. Perform any other duties or responsibilities that may be assigned by the Sector Fuel Officer or Sector Administration Officer.

**Competencies:**

**Professionalism** Ability to manage supply processes, maintain accurate records, in administrative fields. Ability to work under extreme pressure and on occasion in a highly stressful environment.

**Commitment to Continuous Learning:** Willingness to keep abreast of new developments in the field.

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

**Client Orientation:** Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues.

**Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner.

**Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. .

**Qualifications:**

**Education:** a high-school diploma with vocational training certificate in the field of accounting or machinery or automotive maintenance and repair. Training in the area of fuel and lubricants would be advantageous.

**Work Experience:** Minimum of 4 years of progressively responsible relevant experience of working in a large business organization, UN agency or international NGO dealing with supply or logistics operations. With least two years experience in the area of fuel accounting, fuel depot/outlet operation. Knowledge of working with UN Peacekeeping is an advantage;

**Languages:** Fluency in spoken and written English; knowledge of other languages spoken in Sudan is an asset.

**Computer Skills:** The candidate must have computer skills, including full proficiency in various MS Office applications (Excel, Word etc) and other IT applications and office technology equipment;.

**Driving:** The candidate must have a valid driver's license and proven ability to drive manual gear 4x4 vehicles. The task involves extensive traveling and outdoor activities such as fuel site inspections, operation observations etc.

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Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#));
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate - if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit 2 most recent performance evaluations.

By email:

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. UNMISS-GS-12-001

National Professional Officers: [unmiss-recruitmentnpo@un.org](mailto:unmiss-recruitmentnpo@un.org)

By Mail:

Chief Civilian Personnel Officer  
United Nations Mission in South Sudan (UNMISS)  
Juba, South Sudan

By Hand:

UNMISS Headquarters in Juba or Regional Offices in Malakal, Wau, Rumbek,