



United Nations Mission in South Sudan  
UNMISS

**VACANCY ANNOUNCEMENT**

**VA No. UNMISS-NPO-12-002**

**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 Officer</b>	<b>Grade: NPO (NOB)</b>	<b>Region (please indicate preference in application): Juba</b>
<b>POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY</b>		
<b>Women are strongly encouraged to apply</b>		

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.

Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Locally-recruited General Service (GS) staff interested in applying for a National Professional Officer (NPO) post must meet the minimum requirements of the post, including academic qualifications and years of relevant professional experience. Experience in the General Service category does not count as professional experience. If selected, the GS staff member will be required to resign his/her current post before taking up the NPO post.

**Duties and Responsibilities**

Under the supervision of the Chief, Fuel Officer or his designated official, the incumbent will undertake the following responsibilities:

- Assist in the provision of effective and timely planning, and coordination of the provision of ground fuel, aviation fuel and lubricants within the assigned region in coordination with other Fuel Officers, Staff Officer, Military Personnel and Fuel Contractor's Site Manager; Monitor computerized records of all petroleum, oil & lubricant (POL) products received from the contractor within the region and ensure the correct information is entered into the fuel database;
- Review and analyze fuel returns and database records for correctness and discrepancies;
- Assist in setting equipment consumption standards, monitor Equipment POL consumption, report over consumption cases and follow-up explanations from Self Accounting Unit (SAU). Report to security cases that are not satisfactorily explained.
- Assist in initiating reports on database anomalies and assist in investigation of discrepancies;
- Assist in reviewing and monitoring 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 region;

- Ensure Health Safety and Environmental policies and procedures are adhered to by the contractor and its staff, including fire, spill and safety standards;
- Ensure that bulk fuel receipts into the contractor facilities and mission operated sites in the region undergo quality assurance checks, through regular site visits, operation observations and review of contractor site records;
- Ensure daily testing of aviation fuel and ground fuel;
- Ensure that Fuel Contractor's staff are trained and maintain accurate personnel records;
- Ensure morning and regular 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 equipments are maintained, safe to use and calibrated and records maintained;
- Monitor the performance of the contractor and staff against the provisions in the contract, report non-compliance and exceptional performances to Chief, Fuel Unit or delegate.
- Inspect sector fuel point's monthly report on discrepancies on condition of equipment, Health, Safety and Environment (HSE) issues, practices and documentation. Follow-up closure of action items;
- Specify technical requirements, assist with the technical evaluation of proposals for fuel equipment and services purchase;
- Be a member of any Site Board meeting conducted within his/her region for new fuel site establishment and monitor mobilization and construction of sites;
- May provide guidance to or supervise new/junior staff.
- Perform other duties as required by the function.

### **Competencies:**

**Professionalism:** A comprehensive grasp of fuel operations and practices; ability to specify business rules in the specific supply area including ability to evaluate and integrate information from a variety of sources. 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.

**Communications:** Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style.

**Planning & Organizing:** Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines.

**Technological Awareness:** Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc.

**Teamwork:** Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Qualifications:**

**Education:** University degree (Bachelor or equivalent) preferably in accounting, logistics or mechanical and/or electrical engineering or other relevant field. Technical training in fuel/POL related discipline from internationally recognized organization i.e. The International Air Transport Association (IATA) or American Society for Testing and Materials (ASTM) is highly desirable.

**Work Experience:** At least 4 years with a Bachelor Degree and 2 years with a Master Degree of progressively responsible professional experience in specifying, managing and executing POL related work [Fuel Terminal management, Logistics Operation, HSE or Fuel Facility Engineering],

preferably in UN agencies, peacekeeping or multi-national Oil Companies. Experience in international military or peacekeeping logistics, contract management and administration etc is an asset. Knowledge of UN Rules, Regulations and working practices pertaining to UN Peacekeeping or other field related operations is an advantage;

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

**Computer Skills:** The candidate must have solid 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 frequent traveling to Counties and other state capitals for inspection and operation review.

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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-NPO-12-002

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,