



JOB OPENING

Functional Title & Level:	Fuel Assistant (GS-4)
Duty Station:	Port-au-Prince
Posting Period:	28 September – 4 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-053

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Fuel Assistant (GS-4)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Fuel Assistant (GS-4)** typically reports to the Fuel Officer or Chief of Unit.

Responsibilities

Within limited delegated authorities, the incumbent of the post will be responsible for the following duties:

- Assists in conducting daily, weekly and monthly reconciliation of fuel receipts and issues.
- Assists in implementing fuel related Quality Assurance (QA)/Quality Control (QC) policies and procedures.
- Inspects, maintains, operates and repairs fuel receipt, storage and supply facilities and equipment; analyzes historical fuel, oil and lubricants consumption and forecast future requirements.
- Arranges for supply and distribution of fuel and associated products to end users.
- Ensures that requisitions are prepared in a timely fashion and, once approved, implements the requirements for the purchase of fuels, oils and lubricants.
- Monitors the expenditure against the funds allocated and with respect to fuel-related requisitions.
- Uses Electronic Fuel Management System (EFMS) to monitor fuel usage by vehicles, generators, locations and contingents.
- Assists and implements fraud prevention programs.
- Supports invoice verification and processing.
- Monitors and analyzes contract performance to ensure compliance with contract terms, schedules and cost objectives.
- Performs other related duties as required.

Competencies

- **Professionalism:** Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** 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.

Education

High school diploma or equivalent is required. Training in fuel operations/handling and quality control is desirable.

Work Experience

At least three (3) years of progressively responsible experience in one or more of the following areas:

- the operation of field fuel installations and fuel handling procedures;
- fuel contract administration;
- maintenance/repair of fuel equipment. The incumbent must possess valid driver's license.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Working knowledge of the other language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.