

## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

Job Title & Level:	<b>Fuel Assistant, GS-6</b>
Department/Office:	<b>UN VERIFICATION MISSION IN COLOMBIA, Life Support Unit</b>
Location:	<b>Bogota, COLOMBIA</b>
Posting Period:	<b>23 February – 24 March 2022</b>
Job Opening Number:	<b>UNVMC-NJO-2022- 014. Fixed-Term for one year with possibility of extension</b>

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

#### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either **P-11 or PHP is properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SCkVjg-e3073SwTDG1VQf1oLTWfUQ4>*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

#### **ORGANIZATIONAL SETTING:**

This position is located within the Life Support Office, Fuel Cell. The staff reports directly to the Chief Life Support Unit.

The Fuel Assistant (Fuel Fraud Prevention and Fuel Quality Control) controls the Fuel Management Systems to observe consumption trends and monitor Fuel quality control elements of ground and air fuel commodities. The incumbent is responsible for budget preparations and analysis, suggestion on savings, as well as to propose savings related to Fuel consumption cuts in connection with UN environmental policies. The Fuel Assistant will also engage in the procurement process through the development of SOWs and TORs; monitor fuel contracts and fuel stocks to be accounted in SAP platforms and maintain accountability over fast moving in other POL commodities.

#### **RESPONSIBILITIES:**

Within the terms of organization's delegated authority and under the direct supervision of Chief Life Support Unit, the Fuel Assistant will undertake the following tasks and responsibilities:

- Conducts and supports on the job training of junior staff members in fuel cell.
- Maintains physical and digital inventory controls using both SAP and Windows 365 environments
- Develop list of Fuel equipment support requirements.
- Contributes and elaborates budget proposals.
- Assists and implements fraud prevention programs and risk assessment programs.
- Assists in implementing a system to conduct daily, weekly, and monthly reconciliation of fuel receipts and issues.
- Updates the Mission Fuel cell plan and the Unit's work program.
- Performs specialized technical functions implementing fuel related Quality Assurance (QA)/Quality Control (QC) policies and procedures.
- Conduct fuel operations according to Mission policy and procedures.
- Monitors and analyses contract performance to ensure compliance with contract terms, schedules, and cost objectives.
- Inspects, maintains, operates, and repairs fuel receipt, storage and supply facilities and equipment through SAP platforms.
- Produce and analyses historical data though Power Business Intelligence (PBI) platforms of fuel, oil and lubricants consumption and develop Fuel forecast through Costing Sheets for future requirements.

- Performs Contract Management activities through the monitoring of different Fuel contracts
- 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, implement the requirements for the purchase of fuels, oils, and lubricants.
- Raises Purchase Request Forms for the creation of Umoja SC for the purchase of fuel and performs demand plans and spending plans to ensure a surveillance program.
- Provision of supplies and tracking, monitoring, and reporting.
- Efficient and effective management and maintenance of records and relevant databases such as Umoja and other UN Apps.
- Monitors Fuel databases to feed existing UN platforms such as Electronic Fuel Management System.
- Ensures that all UNVCMC policies are applied and followed thoroughly across all processes, including adherence to UNVCMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
- Performs other related duties as required.

**Work implies frequent interaction with the following:**

- Transport, Engineering Sections, Aviation, Fuel Contractor, Military Logistics Officers, and other fuel users.

**Other requirements:**

- The work requires physical activity although sitting much of the day, five days a week. Working during weekends is required from time to time.
- The work also involves field visits to all UNVCMC offices, walking or self-driving to other offices within the immediate mission area as well as traveling to the field offices away from the mission headquarters in Bogota.
- Works under general supervision and is expected to carry out the assignments with substantial independence.
- Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent.

**Results Expected:**

Effective Fuel fraud Prevention systems as well as good accounting systems to monitoring, recording, reporting schemes for decision-making purposes generate and safeguard corresponding report.

The Fuel Assistant shall be able to demonstrate some if not all the following skills, general Math Skills, reporting research results, dealing with complex logistical situations, fair Innovation, ability to work under stressful circumstances and cooperate with other team members, analytical and problem solving skills, decision making skills effective verbal, presentation and listening communications skills, effective negotiation and mediation skills, computer skills to operate computerized spreadsheet, database and word processing, programs at a fair level skills.

**CORE VALUES:**

**Professionalism:** Shows pride in work and in 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

**COMPETENCIES:**

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**EDUCATION:** High school diploma or equivalent is required.

Technical or vocational certificate Fuel/Petroleum, Oil and Lubricants (POL) or related area is desirable.

Certifications in Fuel industry fields will be desirable.

HASMAT certification or knowledge in Fuel handling elements will be desirable.

Certification in any of the platforms such as Power BI, SAP and Excel would be desirable.

**EXPERIENCE:** The Fuel Assistant will be require having a minimum of seven (7) years of relevant experience in one or more of the following areas: 1) the operation of field fuel installations and fuel handling procedures. 2) fuel contract administration. 3) Quality assurance/quality control procedures related to POL operations in a field environment and 4) Safety, health and environmental procedures related to POL operations.

Experience in handling fuel contract administration is desirable.

**LANGUAGES:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

#### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women therefore, female applicants are highly encouraged to apply.

#### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**