

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-DMS-SD-LIFE SUPPORT SECTION/FU	Deadline: 05 January 2016
Post Title: Fuel Budget Assistant	Level: GL-4
IMIS Post No. : 57647	Indicative Minimum Annual Gross Salary: US\$10,900.00
Organizational Unit: SD – Life Support Section/Fuel Unit	Location: Monrovia
Initial Appointment: One (1) year subject to operational requirements and satisfactory performance	
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed.	
Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement	

Description of Main Duties:

Under the supervision of the Fuel Accounts and Budget cell Supervisor, the incumbent will be expected to perform the following duties:

- Processing of all invoices carried out with maximum efficiency to facilitate the timely payment of the invoices.
- Liaise with procurement and finance on POL accounts, requisitions and purchase orders, invoices, etc.
- Raise shopping carts in UNMIL informatics applications and follow up the issuance of purchase order in timely manner and according to specifications.
- Troubleshoot to resolve payment problems (e.g. account code verification, deduction made for incomplete services rendered non-contractual price increase etc).
- Continuous review of support service to determine activities of the established MOU's with UN Agencies and keep in house date of all POL distribution to Agencies by location, period, prepare monthly reports, provide Finance with all documents, contact agencies to sort out outstanding issues, etc.
- Monitoring contracts expenditures and outstanding obligations, as well as carrying out cost projections and proactively raising a "red flag" when more funds are required for obligation.
- Ensure that all services rendered by contractors are verified according to the contract terms.
- For services provided to mission staff, review existing procedures & where required contribute in establishing new procedures to ensure customer requests are responded (acknowledged or acted) upon within 24 hours of receipt.
- Carry out all Check in-Check Out procedures for ALL UN staff member in Fuel;
- Manage all incoming and outgoing correspondences both hard copy and electronic;
- Maintain Section files as required (both in hard and soft copies), administrative instruction and other related documentations;
- Process Staff attendance and deliver to Human Resources in a timely manner
- Follow up Individual Contractors payment

Competencies:

- **Professionalism:** Ability to work in the field of administration accounting and logistics.
- **Planning and organizing:** Ability Providing reliable and prompt contractual support to Fuel Unit customers and maintaining and if possible, improving, high-quality service to customers. Appreciation of accounting processes and attention to detail.
- **Commitment to continuous learning:** Willingness to keep abreast of new developments in the field of Fuel accounting and budgeting.
- **Communication** – Ability to write in a clear and concise manner and to communicate effectively orally and in writing.

- **Teamwork** – Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Technological awareness** - Knowledge of common desktop software, with demonstrated computer skills (MS Word, Excel).

Qualifications and Experience:

- **Education:** Completion of High School, certificate/diploma or equivalent is required.
- **Other skills:** Professional Knowledge of Microsoft office programs (MS Mail, Word, Excel etc) is required
- **Experience:** A minimum of five years progressively of relevant work experience in administration and/or accounting.
- **Languages:** Fluency in oral and written English is essential.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy # UNMIL-DMS-CSD-LIFE SUPPORT SECTION-15-2248 should be forwarded to the attention of: UNMIL
RECRUITMENT UNIT, HUMAN RESOURCES MANAGEMENT SECTION, UNMIL Headquarters, 7th Floor, Pan African Plaza, Tubman
Boulevard, Monrovia