

External/Internal Generic Job Opening

GJO No.	MINURSO-19-GJO-006	Date of Issuance:	08 October 2019
Post Title:	Logistics Assistant	Deadline:	21 October 2019
Section/Unit:	Life Support Section	Level:	GL-4

DUTIES AND RESPONSIBILITIES

Summary of principal functions:

This position is located in the United Nations Mission for the Referendum in Western Sahara. The Logistics Assistant at this level usually reports to Chief Life Support. The incumbent is responsible for the completion of a variety of Life Support activities such as: she/he assists in implementing and updating the Mission's Fuel Unit's work plans and programme, she/he performs monitoring functions on fuel consumption, manage electronic Fuel Management Systems; she/he performs invoice verification functions related to fuel, and supply, she/he performs functions related to contract administration and performance management.

Major duties and responsibilities:

Within the delegated authority, the Logistics Assistant will perform the following duties:

- Responsible for collecting weekly fuel consumption data of aircrafts, generators and vehicles in all locations.
- Perform analytics of the transactional errors in eFMS (electronic Fuel Management Systems) for all types of equipment using the standard FCU;
- Conduct EFMS scanner trainings to all military and civilian users of the mission;
- Conduct and prepare fuel plan program for on-site fuel operations; review, maintain records of fuel stock holdings and forecast product requirements ensuring that each location always maintains an adequate reserve and operational stocks;
- Implement the Mission's QASP Quality Assurance Surveillance Plan SOP's and related activities in assigned locations; perform specialized technical functions implementing fuel related Quality Assurance (QA)/Quality Control (QC) policies and procedures;
- Perform inspection regimes to fueling sites (contractor's station and team sites) and, initiates an incident report for any potential fraud or fuel misappropriation to Chief Fuel Unit and/or Chief of Life Support;
- Coordinates with all G4 officers in submitting fuel consumption records every month and dipping records. Files hard copies and inputs those data into database.
- Perform daily, weekly and monthly reconciliation of fuel coupons issues/deliveries; analyze historical fuel, oil and lubricants consumption and forecast future requirements;
- Provide input and data as required for the Fuel Unit's budgeting or planning purposes; ensure that fuel requisitions are prepared in a timely fashion and once approved, assist with the timely raising of requisitions for the purchase of fuels, oils, lubricants, services and equipment;

- Process and reconcile Fuel Bon Livraison (Delivery notes) with Contractor's fuel invoices and raise SES in UMOJA for processing payments;
- Process fuel bulk requests for approval of bulk fuel to users; ensure the implementation of the internal control systems including accounting, report on and maintain all electronic/hardcopy records to ensure a proper audit trail;
- Process and reconcile Fuel Bon de Livraison (Delivery notes) with fuel invoices and raise SES for processing payments;
- Prepares and submit reports on Fuel Evaporation and Losses, Dashboard and Fact Sheets on a monthly basis;
- Provide periodic trainings to all G4 Military on Fuel Operations, Accounting, HSE and Fraud Prevention;
- Prepare Material and Cost estimates for Fuel Quality Control and Testing Equipment, new requirements, and spare parts for such equipment;
- Attends to the loading, delivery of Jet A-1 and Diesel. Assists in Aviation Fuel Quality Control and Handling, fuel transferring and re-circulation;
- Monitors the receipts and issuance of the local fuel reserves in MLB, as well as the cost involved;
- Perform any related POL activities and other administrative tasks assigned by Chief of Fuel Unit.

QUALIFICATIONS AND EXPERIENCE

Education: Minimum High School Diploma.

Experience: A minimum of three (03) years of progressively responsible experience in either Fuel and Supply and Fuel Operations is required. Experience in Reporting Accounting and Financial related areas would be desirable.

Language: Fluency in written and spoken English is required. Knowledge of another official UN language is highly desirable.

Other Requirements: Good knowledge of computer skills especially with accounting spreadsheets.

COMPETENCIES

Professionalism: Knowledge of rations, fuel and supply chain operations, including contract management, planning, policies and procedures. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. demonstrates openness in sharing information and keeping people informed.

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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; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decision may not entirely reflect own position; shares credit for team accomplishment and accepts joint responsibilities for team shortcomings.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view; establishes and maintains productive partnership 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; keeps clients informed of progress or setbacks in projects;

APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: minurso-vacancies@un.org
- Please note that hand carried Applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

Minimum salary: 156086 MAD

For Job Openings with MINURSO and the Personal History Form (P.11), please visit the following website: <https://minurso.unmissions.org/job-openings>