

---

## MINUJUSTH JOB OPENING

---

<b>Job Title &amp; Level:</b>	<b>Fuel Assistant (IC-4)</b>
<b>Department/Office:</b>	<b>Life Support Unit</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 13 April to 21 April 2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-018-2018</b>

---

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

---

### Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to [minujsth-ic-recruitment@un.org](mailto:minujsth-ic-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

### Organizational Setting and Reporting Relationships:

This position is located in Life Support Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

### Responsibilities:

#### Fuel Assistant Accountability

The Fuel Assistant under the daily operational supervision and guidance of the Fuel Management and Monitoring Operations and guidance of the Chief Life Support shall have the following responsibilities:

- Assist in creating and printing EFMS barcodes for vehicle, drivers and fuel dispensing equipment including aircraft and generators;
- Populate fuel figures into Fuel Unit database from the daily fuel log sheet to facilitate reconciliation against the EFMS figures by compiling daily fuel balance sheets;
- Perform Quality Control (QC) checks on all Petroleum Oil and Lubricants at the Contractor operated installations;
- Conduct monthly physical verification checks on all Local Reserves and Strategic Fuel Reserves held at the Contractor locations so as to ensure compliance to the terms and conditions stated in the contractual agreement between the Contractor and the United Nations;
- Keep accurate records of all receipts and issues of fuel products on a daily basis for record keeping and audit trail purposes;

- Maintain accurate records of spare parts inventory in Fuel Unit for the maintenance of all VDP, AFT held at UN operated fuel stations;
- Ensure that received fuel into the Contractor Storage tanks is not contaminated and maintain valid documents on file for record keeping;
- Ensure fuel is issued only to authorized personnel and/or equipment by the Contractor in accordance with MINUJUSTH regulations and Fuel Unit SOP;
- Check the functionality of all pumping equipment used as back up by Fuel Unit in order to ensure operational readiness for the sustainability of MINUJUSTH operational requirements;
- Report all anomalies and/or fuel pilferage found in fuel consumption patterns immediately to the Chief of Fuel Management and Monitoring Operations;
- Ensure that the Contractor conforms and adhere to the environmental policies in all fuel stations operated by them mission wide;
- Ensure fuel samples are available to aircrew upon request prior to the refueling of the UN aircraft; and
- Perform any other duties and/or responsibilities that may be assigned by the Chief of Fuel Management and Monitoring Operations.

### **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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping other informed.
- **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.

### **Education**

- High School diploma or equivalent required. Formal Training in Ground Fuel Operations is an asset.

### **Work Experience**

- At least four (4) years of progressively responsible experience as Fuel Assistant or related area is required.

**Languages**

- English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in oral and written English and French is required