
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	SUPPLY ASSISTANT (Fuel Fraud Prevention), GL-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	BOGOTA, COLOMBIA
Posting Period:	21 November – 05 December 2017
Job Opening Number:	MC-NJO-2017-053

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

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: MCrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting Relationships: This position is located in Mission Head Quarters of the United Nations Verification Mission in Colombia, under the Life Support Office, located in Bogota.

The position reports directly to the Office of the Chief Life Support Unit who reports to the Chief Supply Chain Management and Service Delivery.

Responsibilities:

- 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 BBI and other savings related to Fuel consumption cuts in connection with UN environmental policies. The Fuel Assistant (Fuel Fraud Prevention and Fuel Quality Control) will also engage in the procurement process through the development of SOWs and TORs; monitor fuel contracts and fuel stocks to be accounted in UMOJA, and maintain accountability over fast moving in other POL commodities. The Life Support/Fuel Assistant will have UMOJA roles for the creation of Service Orders.
- Within the terms of organization's delegated authority and under the direct supervision of Chief Life Support Unit, the Supply Assistant will undertake the following tasks and responsibilities.
- Within the limits of delegated authority, the Fuel Assistant (Fuel Fraud Prevention and Fuel Quality Control) is responsible for monitoring the processes for Fuel

accountability given to different users and ensures proper fuel consumption with emphasis on Fuel loss prevention. The duties include the following:

- Carry out activities related to Fuel control (inspection) in 43 locations and possible 564 gas stations across the Colombian territory, the Fuel Assistant will observe fuel usage and verifies fuel consumption in different physical and electronic angles, the Fuel Assistant would monitor Vendor in compliance to the mission SOP mitigation of Fuel losses through a Fraud Prevention systems.
- Ensure that Fuel inspections and Fuel controls are implemented in accordance to Fraud Prevention SOP and fuel monitoring procedures;
- Enforces procedures concerning Fuel Fraud Prevention to UN Personnel as well as Fuel contractors.
- Provide induction to UN staff about Fuel accountability and familiarization to Fuel forms and other UN systems;
- Carry out inspections and spot checks to gas stations and UN camps as well as contractors refineries and storage locations across the country;
- Review and maintain all fuel accounting forms to enforce strict accountability of all fuel stocks;
- Assist to review, monitor and analyze missions fuel consumption patterns by location, for vehicles, aircrafts and generators, both for UN-owned and contractors -owned equipment;
- Keep computerized records of all received and issued products for rapid payments to vendors and reports discrepancies to the Chief Life Support Office
- Ensure strict accountability of all fuel stocks and investigate any major anomalies or inconsistent fuel consumption;
- Conducts inspections to observe environmental aspects, polices, and advise Chief Life Support on elements to solve those cases via the Mission Senior management.
- Gets familiar with UN environmental policies and practices in Field Mission.
- Draft and provide reports to the Chief Life Support.
- Make recommendations and proposals to Chief Life Support on how to improve work and control systems on Fuel Controls.

Administration:

- Maintain accurate, reliable and auditable filing system to document all operations and support to MVUNC entities.
- Responsible for the administrative coordination and support of all Logistics needs in region via Regional Support Office.
- Submit the weekly and monthly reports to the Chief Life Support Unit and other Logistics Units.
- Perform other related duties

Competencies:

Professionalism: Knowledge of the UN information systems and applications. Knowledge of the UN Warehousing and Property management processes and workflows. Ability to analyze the customer requirements and good technical skills to provide customer support service. 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.

Accountability: Takes ownership of all responsibilities specially goods and commodities under his/her supervision. Honors 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. **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.

Qualifications:

Education: High school diploma required as a minimum. Additional training in Information Technology/Information Systems and Inventory systems is desirable. Certification on any Fuel distribution industry fields will be highly desirable. Any HASMAT certification or ISO certification on Fuel elements will be an advantage.

Experience At least five (5) years of relevant experience in fuel industry or Supply Chain management Field is required.

Language: For this position, fluency in oral and written English and Spanish is required.

United Nations Considerations

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.

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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.