



Job Title : Military Logistics Officer (Supply - Fuel), P-3
Department / Office : Post Embedded in LD
Duty station : NEW YORK
Posting period : 03/03/2023 - 02/06/2023
Job Opening Number : DPO/SEC23-1 OMA/P-3/17

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting :

The incumbent of this Office of Military Affairs seconded post will be placed in the Office of Supply Chain Management, under the supervision of the Chief, Fuel Unit, Sourcing Support Service in the Logistics Division, Office of Supply Chain Management.

Responsibilities :

The incumbent will have the following main responsibilities:

- Within delegated authority, the fuel officer shall effectively conduct management of Petroleum, Oils and Lubricants (POL) programs.
- Monitor fuel supply operations in the field, handle internal management and control systems for fuel.
- Provide technical support to the missions for (i) the establishment of fuel supply and related services contracts; (ii) implementation and monitoring of a comprehensive fuel quality control and safety programs related to the handling of fuel and petroleum equipment (iii) handling of other coordination and administrative duties.
- Assist and provide support for the management of fuel supply to the missions including the administration of outsourced contracts for POL and related services.
- Assist in developing, updating and reviewing statement of requirements and technical criteria as well as participate in technical evaluations for the selection of fuel vendors in UN fuel procurement processes; monitor quarterly and other relevant fuel and contractual data for all locations, review presentations and attend the Headquarters Committee on Contracts (HCC) on behalf of the missions.
- Provide support to ensure that internal control systems are functioning to the highest standard including accurate and complete accounting, reports and maintenance of all electronic/hardcopy records to ensure proper audit trail.
- Assist with providing Fuel Unit inputs on review of missions acquisition planning; if required, assess and review individual field mission audit reports and synthesize fuel related issues for responses; review and analyze all field mission audit reports and identify global common trends or issues to address with regard to policy.
- Liaise with stakeholders to provide support in the resolution of contractual disputes in the course of contract implementation; implement the Unit's work program and perform other duties as required.
- Undertake these or similar duties anywhere within UN Headquarters as well as in field missions including deployment to the missions for up to 90 days at a time.

Competencies :

Professionalism: Practical knowledge of internationally recognized fuel supply and management standards with good understanding of field support operations, programme/contract execution and administration; in-depth understanding of internal procurement policies, practices and procedures; proven analytical skills, including ability to research and analyze data and develop recommendations and plans; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. Ability to operate databases, project management software and develop spreadsheets and complex text documents is required, ability to work and get results through colleagues in a cross-functional setting. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and 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.

Qualifications :

Education: Graduate of National Command and Staff College is required. Advanced university degree (Master’s degree or equivalent) preferably in engineering (civil, chemical or mechanical), business administration, management, or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: The candidate must be active service military officer in the rank of Major or equivalent in other Services. A minimum of five (5) years of service actively and effectively engaged in POL supply chain operations and management, having personally conducted quality assurance/quality control procedures are required. Working knowledge of fuel safety, health and environmental procedures and logistics is required. Operational experience in POL as a member of at least one UN peace mission/ peace enforcement/ peace support mission is required. Experience in managing support services and related contracts is required, and such experience acquired in support of international peace or military operations is highly desirable. Extensive knowledge of UN Rules, Regulations and working practices pertaining to field missions is desirable. Qualifying years of experience are calculated following the graduation from the national military/defence college or academy.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Knowledge of the second working UN language, French, is desirable.

Assessment Method :

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the written test.

Special Notice :

Circulation of this Job Opening is limited to Member States. Only active-duty military officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active military service. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving active-duty seconded military officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations of women candidates are strongly encouraged.