

**FUNDAMENTAL VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**TERMS OF REFERENCE  
Fuel Assistant**

**DUTY STATION:** **Democratic Republic of Congo**

Bandundu	Beni	Bunia	Bukavu
Dungu	Gemena	Goma	Kalemie
Kamina	Kananga	Kindu	Kinshasa
Kisangani	Lubumbashi	Mbandaka	

**TYPE OF CONTRACT:** **Individual Consultant (IC)**

**LENGTH OF CONTRACT:** **XXXX to 15 January 2019**

**Administrative structure and reporting:**

This position is located in the Mission Support Division the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), across multiple duty stations. The incumbent will be deployed to one of the above MONUSCO operational hubs for the elections. The United Nations Security Council Resolution 2348 (2017) refocused the mandate of MONUSCO from a broader mandate to the support to the protection of civilians and the support to the electoral process. On the 5 November 2017, the electoral calendar was published by the Independent National Electoral Commission (CENI), which identified a number of enablers, including logistics support from MONUSCO. The incumbent will be part of Mission Support Division and will report to the Chief Logistics Officer (Elections), or his or her designate for day to day operations, and for functional coordination the incumbents will work closely with the Chief, Fuel Unit.

**Responsibilities :**

- Assists in implementing fraud prevention programs.
- Implements a system to conduct daily, weekly and monthly reconciliation of fuel receipts and issues.
- Assists in developing, implementing and updating the Mission Fuel plan and the Unit's work programme.
- Performs specialized technical Functions implementing fuel related Quality Assurance (QA)/Quality Control (QC) policies and procedures.
- Inspects, maintains, operates and supervises repairs file] receipt, storage and supply facilities and equipment; analyzes historical fuel, oil and lubricants consumption and forecasts future requirements.
- Arranges for supply and distribution of fuel and associated products to end users,
- Ensures that requisitions are prepared in a timely fashion and, once approved, implements the requirements for the purchase of fuels, oils and lubricants.

- Monitors the expenditures against the funds allocated and with respect to fuel-related requisitions.
- Uses Electronic Fuel Management System (EFMS) to monitor fuel usage by vehicles, generators, locations and contingents.
- Supports invoice verification and processing.
- Supports the preparation of audit responses.
- Conducts and supports on-the-job training of junior staff members in fuel unit.
- Performs other related duties as required.

**Education:**

High school diploma or equivalent is required. Training in fuel operations/handling and quality control is a must; Membership with the Air Transport Association (IATA) is desirable.

**Experience:**

A minimum of five years of progressively responsible experience in the field of Petroleum Oil and Lubricants. Work experience in at least two related POL disciplines; (1) fuel handling and quality control, (2) equipment maintenance, (3) Fuel supply and distribution operation, (4) health, safety, security and environmental procedures. The incumbent must possess valid driver's license.

**Language:**

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.