

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External – Individual Contractor

Vacancy#: UNMIL-SUB-DMS-SD-2277	Deadline: 10 July 2017
Post Title: PUMP ATTENDANT (One Position)	Level: Individual Contractor
Organizational Unit: PUMP ATTENDANCE ASSISTANT (1)	Location: Monrovia
Initial Appointment: Initial 3 Months	IMIS Post#: N/A
	Indicative Minimum Annual Gross Salary: USD

UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach **copies** of the following: **Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.**

Job Description- Pump Attendant - The duties and responsibilities are listed below:-

Under the supervision of the Fuel Officer, the Pump Attendant will be expected to perform the following duties:

- Operate the fuel pump/dispenser equipment on the ground fuel truck/fuel point and receive/issue fuel (diesel, petrol, Jet A1, Kerosene)
- Keep accurate records of all receipts and issues of fuel products on a daily, weekly and monthly basis
- Measure and report stock levels of all fuels in tanks and fuel trucks by tank dips and meter readings
- Compile daily, weekly and monthly fuel balance sheets
- Check the functionality of all strainers, pumping and meter equipment
- Ensure safety procedures are followed in operating the fuel trucks/fuel point refuelling equipment
- Ensure that received fuels from the supplier are checked for contamination and maintain valid certificates
- Ensure that fuel received at pump station is checked in accordance with the international standard of ground fuel quality control procedures and guidelines. Pump attendant to make sure that fuel received is of good quality.
- Ensure that routine Quality Control and Quality Assurance procedures are strictly carried out and recorded before and after receipt of product, during storage and delivery of product to the clients for vehicles, generators, equipment (COE & UNOE) etc.
- Ensure that all fuel equipment at fuel station (i.e. Storage Tank, dispensers, transfer pump, meter, fuel trucks, filtration vessel, hose, etc.) are always kept in serviceable state and that routine maintenance checks are regularly carried out by fuel workshop team.
- Ensure that the issued fuel to clients is in compliance with international refueling standard, procedures and Best Practices.
- Ensure that all firefighting equipment in the fuel station is fully operational and routine check is regularly carried out and recorded.

- Capture all the fuel transactions in the EFMS-2 data base.
- Monitor and report stock level of all fuel from MEFAS data, tank dips and meter readings.
- Keep accurate records of all receipts and issues of fuel products on a daily basis.
- Ensure fuel is issued only to the authorized personnel and/ or equipment that are vehicles, generator and equipment representative in accordance with UNMIL regulations.
- Perform any other duties or responsibilities that may be assigned by the Fuel Operations Officer

Competencies

•**PROFESSIONALISM:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. 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.

•**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.

•**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours 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.

Education

High school diploma or equivalent.

Work Experience

Experience in finance, budget, accounting, Umoja and administrative services or related area is desirable. Experience with trust fund management is desirable. Experience with Umoja or other enterprise resource planning system is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-SUB-DMS-SD-2277 should be forwarded to the attention of:
Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza, Tubman
Boulevard, Monrovia