



VACANCY ANNOUNCEMENT

Associate Travel Officer, P-2
Administration and Operations Division,
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 April 2025 23:59 hrs CET	VA 25/016/A&O	As soon as possible	Two years with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is located in the Travel team as part of the Procurement, Travel and General Services subdivision of the Administration and Operations Division (A&O). The Travel team is accountable for arranging and processing all travel of participants to sessions and meetings; arranging for and processing all travel of staff to sessions; supporting divisions with other official travel of staff and arranging for UN Laissez-Passers and visas for staff.

Reporting to the Chief, Procurement, Travel and General Services unit (P-4), the incumbent is responsible for the administration and coordination of secretariat travel activities and the provision of all official travel in accordance with the approved policies and guidelines, in particular:

- Advising on travel processes and proposing new ways to increase efficiency and enhance quality of service;
- Liaising with divisions and meeting participants on travel related issues; addressing concerns speedily and effectively;
- Leading and supervising the Travel team, ensuring effective and efficient working practices that respond to the needs of travel clients.

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

1. Administration of travel

- Participates, in the specification of requirements in collaboration with other UN agencies, as appropriate, for the selection, contract administration and performance evaluation of travel management services provider(s), to ensure efficiency in meeting the needs of the secretariat and other UN agencies;
- Liaises with divisions to forecast and establish service requirements for all official travel, identify priorities, and schedule work and appropriate work flows between divisions and the travel team;
- Organizes arrangements for hotel bookings, visas and vaccination requirements for staff



attending sessions of Conferences of the Parties, subsidiary bodies, other constituted bodies and travelling on any other mission; obtains approval for special or ad-hoc DSA rates.

- Oversees the work of Travel Assistants providing guidance to and personally advising senior staff and official travellers on travel issues; including the resolution of complex problems and emergencies;
- Oversees complex travel arrangements; analyses complex itineraries and quotations for most advantageous rates, advises on most effective travel arrangements;
- Takes responsibility for liaising and coordinating with airline representatives and the travel management services provider(s) to negotiate group discounts, reduced fares, space on flights, reduced excess baggage charges, etc., and with consulates and immigration authorities to facilitate unusual visa arrangements and/or laissez-passer exemptions;
- Establishes logistical agreements with UNDP country offices and with administrative representatives of governments hosting conferences, workshops and other meetings to establish local travel support during the COP and other meetings; coordinate with the Financial Resources Management Unit in initiating and implementing agreements for the disbursement of DSA at meeting venues;
- Ensures that outstanding travel obligations are closed in a timely manner.
- Develops and negotiates cost sharing agreements with third parties.
- Oversees and provides guidance in the calculations and follow up on reimbursements on claims for the residual values of partially or completely unused tickets in case of re-routing;
- Drafts a variety of reports and correspondence and documents on travel-related issues; oversees the maintenance of databases, records and correspondence.
- Uses data analytics and Umoja BI to support, monitor and improve effective and efficient travel services that respond to the needs of travel clients.

2. Travel Team Leader

- Provides technical guidance and administrative supervision to Travel Assistants within the Travel team including developing annual work plans, monitoring and evaluating performance, planning and monitoring the team's work flows on a day-to-day basis, including the distribution of work and its review for accuracy and correct application of rules and regulations;
- Oversees the booking and purchase of tickets for official travel, verifies and approves travel authorisations and verifies and supervises the processing of invoices for payment from travel agent, UNDP and others against the terms of contract and actual services rendered.

3. Policies and Procedures

- Ensures compliance with the approved travel policy, rules and regulations and/or guidelines, monitors requests for exceptions, and identifies gaps or problem areas for review; revision of policies or guidelines, and recommends new ideas to enhance the responsiveness of travel services;
- Proposes changes to practices intended to increase efficiencies and minimise risk, including proposing changes in policies and guidelines, as appropriate and where permissible;
- Plans and conducts in-house travel briefings and training to staff, ensuring any updates or modifications are communicated in a clear and timely manner;
- Recommends ways to reduce carbon emissions from official travel including the use of innovative but cost-effective modes of transportation.

4. Perform any other job-related activity required to meet the mandate, goals and objectives of the Unit, the programme and the secretariat.



Competencies:

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business administration, public administration, economics, law or other relevant field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Specialized training and/or certification in travel management is desirable.

Experience:

Required: A minimum of two years of progressively responsible experience at the professional level or equivalent in a supporting function in travel management or related area, including in an international



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organization. Experience with data analytics and Business intelligence strongly desired. Supervisory experience is desirable.

Language skills:

Required: Fluency in English both oral and written is required. Knowledge of another UN official language is desirable.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary and allowances:
US\$ 55,163
(plus variable post adjustment, currently 32.0% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.