



## VACANCY ANNOUNCEMENT

### ADMINISTRATIVE SERVICES (AS) PROGRAMME

#### Travel Unit

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 13/058/AS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>29 July 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>27 August 2013</b>
<b>TITLE AND GRADE:</b>	<b>Travel Assistant, G-4</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-G4-012</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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#### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

#### Responsibilities

The Travel Assistant is located in the Travel Team, reports directly to the Associate Travel Officer and serves under the overall guidance of the Chief, Procurement and General Services Unit (PGSU). The Travel Unit arranges for and processes all world-wide travel of staff, participants and experts to sessions and meetings, supports programmes with any other official travel of staff and staff dependents in the most direct, cost-effective way. The Travel Assistant is responsible for arranging travel of staff as well as participants and experts travelling to and from a wide range of countries to attend the sessions of the Conference of the Parties, its Subsidiary Bodies and various other meetings, workshops and events. In particular, the incumbent:

1. Provides information and advice to programmes and staff on the available options for efficient and cost effective itineraries, rates and schedules; liaises with the travel agent and airlines to negotiate on least expensive airfares; assists programmes in discussing and processing cost-sharing arrangements with other programmes and organizations.
2. Calculates and establishes entitlements based on UN rules for all travel (airfare, terminal expenses, daily subsistence, etc.); corresponds with participants, experts and staff members to confirm travel itineraries using the Amadeus Travel Reservation System; responds to any queries and requests for amendments regarding individual travel itineraries.
3. Verifies, creates and processes Travel Authorization, Travel Advances and Travel Claim documents in accordance with the relevant administrative rules and regulations, for certification and approval by the authorized officers; responds to any queries and/or comments from the certifying or approving officer.
4. Coordinates with various Consulates/Embassies regarding provision of transit and short term visas and prepares Note Verbales to this effect.

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5. Maintains data and information on all relevant parameters, such as numbers of participants, purpose and type of travel, financial and environmental impact, etc., and creates statistics and reports.
6. Computes, and adjusts as necessary, DSA entitlements and prepares DSA rosters for approval by authorized officer and Finance; responsible to collect and count traveller cheques or cash from the Travel Agent; represents PGSU at UNFCCC sessions and meetings disbursing DSA to participants and experts and assisting them with travel related requests.

### **Essential Requirements**

**(Only candidates who meet the requirements stated below will be considered.)**

**Educational background:** Completion of secondary education. Completed vocational training in the field of travel.

**Experience:** At least four (4) years relevant working experience including travel rate construction, routing and travel reimbursement involving the use of the Amadeus system. Work experience at an international level desirable.

**Specific professional knowledge and skills** Ability to communicate effectively with a broad range of internal and external contacts, including contacts at senior level. Exposure to UN travel policies and procedures is desirable.

**Language requirements:** Excellent knowledge of written and spoken English. Working knowledge of German and/or another UN language an asset.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

#### **Please note:**

1. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
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: Euro 31,898 plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>