



VACANCY ANNOUNCEMENT

Travel Assistant, G-4
AS/HR/ICT Division
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 May 2023 23:59 hrs CET	VA 23/029/AS/HR/ICT	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 will you be working

The position is located in the Travel team in the Procurement, Travel and General Services unit of the AS/HR/ICT division. The Travel team is accountable for all travel of participants to sessions and meetings; arranges for and processes all travel of staff to sessions; and supporting divisions with other official travel of staff. The team also arranges for UN Laissez-Passers and visas for staff.

Reporting to the Associate Travel Officer (P-2), you will be responsible for arranging for and processing all world-wide official business and entitlement travel of staff, staff dependents and other UN/UNFCCC personnel as well as official travel of participants and experts from all countries to attend the sessions of the governing, subsidiary and constituted bodies and various other meetings, workshops and events, in the most efficient and cost-effective way.

You will have the following responsibilities

Specifically, you will be responsible for:

- Provides information and advice to divisions and staff on the available options for efficient and cost-effective itineraries rates and schedules; liaises with the travel agent and airlines to determine least expensive airfares; assists divisions in discussing and processing cost-sharing arrangements with other divisions and organizations.
- 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.
- Verifies, creates and processes Travel Authorization, Travel Advance, Shipment Request and Expense Report 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.



- Approves Travel Authorization, Shipment Request and Expense Report documents within delegated authority, upon creation and certification by authorized officers other than him-/herself; liaises with the creating and certifying officer for clarifications and amendments.
- Arranges for the timely issuance and renewal of UNLPs by the relevant UN offices; coordinates with various Consulates/Embassies regarding provision of transit and short-term visas for staff and prepares Notes Verbales to this effect.
- 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.
- Computes, and adjusts as necessary, DSA entitlements and prepares DSA rosters for approval by authorized officer and Finance; responsible to count 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.
- **Performs any other job-related duties required** to meet the mandate, goals and objectives of the team, unit, division and secretariat, including drafting and typing standard correspondence on all travel related issues.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function. Shows the capacity to apply knowledge to deliver results based on acquired background and experience. Seeks opportunities to apply own technical skills across related disciplines. Keeps abreast of new developments and technologies in the field of expertise. Actively seeks to expand the existing level of job knowledge and expertise.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner. Writes in a well-structured and logical manner, in keeping with established UN standards. Openly shares information and keeps people informed. Uses appropriate communication tools to disseminate information. Demonstrates a willingness to improve linguistic abilities and communication skills. Listens carefully to understand other's views and responds appropriately. Seeks feedback and adjusts language, tone, style and format to match the audience.

Working with Teams: Builds relationships of trust and exchange with colleagues. Works collaboratively with colleagues to achieve results and respects the needs of the team. Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience. Supports and acts in accordance with team decisions, even when such decisions differ from own position. Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans. Consults with others to develop integrated, consistent and harmonized plans. Allocates and uses time efficiently and monitors own performance against timelines and milestones. Foresees risks, plans for contingencies, and adapts to take account of changing circumstances. Perseveres to deliver projects and pursues results despite obstacles and setbacks. Manages competing demands and focuses on priorities to deliver results.



Your qualifications

Educational Background

Required: Completed secondary education. Completed vocational training in the field of travel is highly desirable.

Experience

Required: At least four (4) years relevant working experience including travel rate construction, routing and travel reimbursement involving the use of a global distribution system. Work experience at an international level is desirable.

Language skills

Required: Excellent knowledge of written and spoken English. Working knowledge of German required. Working knowledge of another UN language is an asset.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which will 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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation 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 38,134.

UNFCCC 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.
