



## VACANCY ANNOUNCEMENT: OSES/ HRS/VA001/14

**The Office of the Special Envoy for the Sahel (OSES) is looking for a highly motivated and results oriented team player to join a dynamic team.**

### To serve as: Travel Assistant

<b>Title Position</b>	<b>Travel Assistant</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Temporary Appointment</b>
<b>Duration of contract</b>	<b>until 31 December 2014</b>
<b>Category and level</b>	<b>GS-6</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	
<b>Issuing date</b>	<b>11/07/2014</b>
<b>Closing date</b>	<b>18/07/2014</b>

### **Responsibilities**

Under the guidance and supervision of the Administrative Officer the Travel Assistant will be responsible for the following duties and responsibilities:

- Coordinate the official travel of all personnel. Calculate and initiate entitlements for all such travel and submit to the Supervisor for approval.
- Plan routings and itineraries plus the most economical airfare rates for such travel as permitted by the rules and regulations.
- Liaise with airlines and travel agencies for booking and issuance of tickets; and ensure tickets are purchased at the most competitive prices.
- Make hotel reservations.
- Review travel authorizations and prepare travel documents (PT8) and requisitions in the relevant information systems.
- Perform protocol functions at points of entry for the arrival/departure of VIPs and dignitaries by welcoming and assisting them upon arrival and proceeding to their check-in upon departure.
- Coordinate with the various Consulates and the host government Ministries of Foreign Affairs regarding the provision of entry visas, resident visas and tax waiver.
- Negotiate with management of travel agency and with senior airline sales management for space on flights, reduced airfares, group discounts and reduced excess baggage charges.
- Examine and pre-audit the official itineraries of staff members, as stated in the travel authorization, in order to determine air travel cost entitlement of the proposed official travel of the mission personnel and ensure conformity with established rules, regulations and relevant directives; refer discrepancies back to Certifying Officers for clarification and possible correction.
- Audit airfare construction to ensure that travel is by the most efficient and economical



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- means by applying and analyzing information contained in tariff guides and computerized airline reservation systems.
- Review travel claims and requests for completeness of supporting documents, accuracy and validity; ensure that entitlements are in conformity with Staff Rules. Evaluate the effect of personal deviations on the cost of the official itinerary and entitlement. Calculate cost differentials brought about by enforced changes in the official itinerary as a result of routing difficulties or other reasons.
  - Maintain records of all travel authorizations processed and record savings accrued to the organization as a result of the cost savings techniques employed.
  - Advise concerned offices, travelers, plus mission transport staff of arrival information, requesting arrangements to be made accordingly for traveler.
  - Compile and reconcile data and prepare travel related statistics and financial reports on a regular basis.
  - Provide assistance on Human Resources Management related matters.
  - Perform other duties as required.

**Results Expected:**

A well organized and efficient Travel Unit capable of arranging the transportation, as and when required of both civilian and military personnel serving with the field mission. The processing and reconciliation of all travel claims received from mission personnel in an effective and timely manner. The provision of timely and well explained information on travel options open to field mission staff.

**Competencies:**

- **Professionalism:** Thorough knowledge of travel related processing requirements; practical experience; ability to apply good judgement in the context of assignments given. Knowledge of airline booking procedures and systems and related fare structures. Ability to utilise electronic booking systems. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of men and women in all areas of work.
- **Planning & 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.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive



partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interests in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

### **Qualifications:**

#### **Education:**

- High School Diploma is required.

#### **Experience:**

- Seven (07) years of experience in administration, travel, human resources management or other related fields.

#### **Languages :**

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French is required. Working knowledge of English is required.

#### **Other Requirements**

- The incumbent may be required to work during non-regular working hours as well as holidays and weekends, particularly for protocol related functions.

**Applications:**

Applicants meeting the above qualifications are requested to submit the following only:

- **Cover letter**
- **Completed and signed P-11 form (please note the P11- Form is available on the UNOWA Website at [www.unowa.unmissions.org](http://www.unowa.unmissions.org) )**
- **Copy of Diplomas and Degrees**

Applications can be submitted by email to [unowa-cnmc-hr@un.org](mailto:unowa-cnmc-hr@un.org) or via postal mail at the following address:

**United Nations Office for West Africa - UNOWA  
23851 Dakar Ponty  
Senegal**

Note: Please indicate clearly the vacancy number and title in the email subject or on the envelope. **Only short-listed candidates will be contacted.**

This announcement and the P-11 Form are available on the UNOWA website: [www.unowa.unmissions.org](http://www.unowa.unmissions.org)

**Assessment Method:**

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.