



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE**

I. Post Information

Job Title: Travel Assistant
Supervisor Title/ Level: Admin Officer NO-B
Organizational Unit: Operations/ Admin
Post Location: Bujumbura, Burundi CO

Job Level: GS5
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Purpose for the job *(Please outline the overall responsibility of this position)* Under the supervision of the Administrative Officer, the Travel Assistant performs is responsible for the travel services and related system actions as well as the accurate calculation and registration of travel entitlements in the system and their administration.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

- Liaise with and monitor airlines and travel agents for reservations and ticketing for both local and international travels of staff members, government officials, non-government officials and consultants.

- Process Travel Agency Invoice and credit notes and follow-up on refunds of unutilized tickets.
- Process local & international travel authorizations for UNICEF staff, Consultants, Government Officials & NGOs as per rules and process staff travel entitlements.
- Process visas for UNICEF staff, (as per Embassies & Ministry of Foreign Affairs regulations) before departure and obtaining visa on arrival for guests/visitors in accordance with the requirements of the United Nations and the country of the duty station locations.
- Ensure an effective and efficient processing of all travel claims submitted by staff members.
- Arrange for confirmation, rerouting or obtaining fresh tickets for staff/visitors attending workshops and conferences.
- Maintain staff travel and other travel correspondence files. Draft and type all correspondence relating to travels.
- Extracts, inputs, maintains, and verifies correctness of travel records in the organization's travel system to ensure accurate transactions related to travel costs and staff travel.
- Arrange airport meet and hotel reservations for UNICEF staff and visitors.
- Participate in preparation of Annual Report by providing necessary statistics on travel.
- Maintain/Control records on travel expenditure and provide this information to the Head of Unit by way of periodic reports. Also advise weekly Travel Roster
- Advise both staff and visitors on the health requirements for travel in and out of the country
- Monitors travel certification and report back to the Administrative Officer and the team.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals*)

The capacity of the Travel Assistant to provide and make accurate decisions/recommendations regarding the purchase of tickets, routings of flights, applicable class of ensures the offices complies with UNICEF travel, rules, and regulations in a way that is both efficient and cost – effective for the running of the office.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)

- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:	Completion of secondary education. University degree and/or travel training an asset.
Experience:	<p>Five years general admin/travel-related work with a solid background in travel procedures. Training in ticketing desirable. Experience with international and humanitarian organizations desirable.</p> <p>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience. A master's degree may replace additional two years.</p>
Language Requirements:	Fluency in French and good working knowledge in English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.