

**UNITED NATIONS CHILDREN’S FUND
TOR**

DUTY STATION: Bujumbura
SECTION/DIVISION: Operations/Admin
LEVEL: GS5
DURATION: 6 months
TITLE: Travel Assistant

PURPOSE OF POST: Under the supervision of the Administrative Officer, the Travel Assistant 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.

REPORTS TO: Administrative Officer, NOB

NUMBER/LEVEL OF POSTS SUPERVISED: 0

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

- 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

QUALIFICATIONS & COMPETENCIES

Education and Work Experience:

- Completion of secondary education with five years of general admin/travel-related work with a solid background in travel procedures ground in travel procedures. Candidates with a bachelor’s degree from an accredited institution with a minimum of 2 years of experience in the relevant field will be counted as 3 years of work experience.
- Training in ticketing is desirable. Experience with international and humanitarian organizations is desirable.

Language: 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.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability
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Core Competencies

<ul style="list-style-type: none"> • Monitors travel certification and report back to the Administrative Officer and the team 	<ul style="list-style-type: none"> • 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)

APPROVED BY: _____
Chief of Section Head of Office

Date: _____