



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER/ CASE NUMBER: 90400
POST/CASE NUMBER OF SUPERVISOR:
90397 Administrative Officer - NOB
REASON FOR CLASSIFICATION: update
REGION/DIVISION: LACR
COUNTRY: Brazil
DUTY STATION: Brasilia
OFFICE: Brazil Country Office
SECTION: Operations
UNIT: Administrative

CATEGORY: General Service
PROPOSED LEVEL: GS5
JOB TITLE: Travel Assistant
Functional Code: ADM
ICSC CCOG Code: 1A12

II. Strategic Office 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.

Strategic office context :

In this office, UNICEF focuses on advancing the rights and well-being of children and families through targeted programs in health, education, and child protection. Current objectives include enhancing access to quality education, improving health outcomes, and ensuring protection from violence and exploitation. The office collaborates closely with government entities and local partners to implement these initiatives effectively, contributing to national development goals and UNICEF's global mission.

The Travel Assistant is integral to achieving these objectives by ensuring efficient travel and logistics management. This section facilitates travel arrangements for staff, monitors transportation services, and manages the visa process, thereby enabling program staff to focus on their core functions. By streamlining these operational processes, the section enhances the overall effectiveness of UNICEF's initiatives in the country and region.

Purpose for the job:

The Travel Assistant is accountable for managing travel arrangements, verifying travel claims, and supervising the performance of travel agencies and transportation services. They ensure compliance with UNICEF policies, facilitate the visa process for staff, and provide administrative support for events and logistics. This role is essential for maintaining operational efficiency, enabling program staff to focus on their core activities

III. Key functions, accountabilities and related duties/tasks:

1. Timely and cost effective application of the BCO travel work process to ensure travelers are at the right time at the required place;

- Checks the travel plans information and calculates of entitlements, airfare, terminal expenses and DSA's for official mission (international and national travels);
- Requests the travel agency the air tickets reservation in accordance to the most economical routes and itineraries accordingly to the UNICEF official travel regulations and prepares the travel authorizations for all staff members.
- Posts the travel payments (air ticket invoice and payment to the traveler) and send them to the Finance Unit for payments purposes;
- Provides weekly travel report and shares this information with all the staff. Also shares monthly information on DSA and UN Rate with staff.
- Prepare lump sum calculation and payment to International Personnel (Home Leave, Family Visit, Transfer of Duty Station, Education Grant, Assignment and Separation Grant, etc.)

2. Monitors and follow-up of trip certification (travel claim);

- Verifies the travel claims for the trips that did not take place as planned, checks the supporting documents for completeness and accuracy in conformity with the entitlements and posts reviewed travel payments into SAP Fiori.

3. Effective supervision of the Travel Agency and Transportation Services;

- Verifies if the services provided by the travel agency and transportation services are being provided satisfactory and in accordance with the contract.
- Check and verify the air tickets invoices issued by travel agency and transportation services for payment and forward them to the Finance Section to provide payment;
- Request and follow-up the reimbursement of unused/cancelled air tickets.

4. Supervision of the transportation internal and external activities;

- Provide guidance to the UNICEF Brasilia Driver and implements effective staff learning and development programme activities for capacity building for staff under his/her supervision.
- Ensures that the external and internal transportation activities are timely and efficiently provided.
- Act as focal point for the transportation services for the Brazil Country Office. Support management of the online contract portal, monitoring flows and APP mobile system, training and guiding UNICEF staff to use the service/app. Monitoring the staff utilization and preparing the information for payment request to finance unit.

5. Effective support in visa processes information to staff and submission to Embassies and Consulates;

- Provides information to staff on visa and vaccination in accordance with Embassies and Consulates requirements and ensures that application forms are duly complete

with the proper documents.

- Drafts related travel correspondence, including standard letters to Embassies and Consulates requesting visas for staff, their dependents, consultants and participants in meetings. Ensures that travel related files are updated and organized, easily retrieving information to auditors, etc.

6. Act as back up for the functions of administrative assistant, including the tasks below:

- Events/Logistics - Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.
- Supplies/Equipment - Supports management of administrative supplies, office equipment, and updating inventory of items.
- Protocol - Operations of delivery of Protocol support services are timely and effectively provided.

IV. Impact of Results

S/He supports the supervisor in the compilation and coordination of work products, ensuring deadlines are met and that established rules and procedures are followed. The work is standardized; yet the incumbent must apply a good knowledge of guidelines, to operationally support the Administrative Office. Travel Assistants at this level represent the supervisor in communications involving the exchange of non-routine information, coordinating and following up on deadlines as well as establishing and maintaining communications with staff across various divisions. Communications require tact and discretion. S/he may also provide guidance and direction to temporary or lower level staff.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

iii) Core Competencies (For Staff with Supervisory Responsibilities)

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Recruitment Qualifications	
Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work. * For this position, a bachelor's degree from a recognized academic institution in Business Administration is an asset. Training and experience using MS Word, Excel, PowerPoint and other software such as SharePoint
Experience:	A minimum of five (5) years of relevant professional experience is required. Experience in the travel industry with experience in an international organization is required. Experience in the UN system or similar is an asset. Experience in general administration is an asset. Training within the travel industry is a distinct advantage. Knowledge of office and diplomatic protocol arrangements is desirable. Knowledge of United Nations travel rules and practices and of standard tools and references of the travel industry is an asset.
Language Requirements:	Fluency in English and Portuguese is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

VII. Child Safeguarding	
IS THIS ROLE A REPRESENTATIVE, DEPUTY REPRESENTATIVE, CHIEF OF FIELD OFFICE, THE MOST SENIOR CHILD PROTECTION ROLE IN THE OFFICE, CHILD SAFEGUARDING FOCAL POINT, OR INVESTIGATOR (OIAI)? *:	No
IS THIS POST A DIRECT CONTACT ROLE IN WHICH INCUMBENT WILL BE IN CONTACT WITH CHILDREN EITHER FACE-TO-FACE, OR BY REMOTE COMMUNICATION, BUT THE COMMUNICATION WILL NOT BE MODERATED AND RELAYED BY ANOTHER PERSON? *:	No
IS THIS POST A CHILD DATA ROLE IN WHICH INCUMBENT WILL BE MANIPULATING OR TRANSMITTING PERSONAL-IDENTIFIABLE INFORMATION ON CHILDREN SUCH AS NAMES, NATIONAL ID, LOCATION DATA, OR PHOTOS)? *:	No
THE SELECTED CANDIDATE FOR THIS POSITION WILL BE REQUIRED TO ENGAGE WITH VULNERABLE CHILDREN*:	No