

# UNITED NATIONS CHILDREN'S FUND

## GENERAL SERVICE POST

IMIS POST NUMBER: 52187

(FOR DHR USE ONLY):

Generic JD Code: 2NHS5a

CASE NUMBER:

ICSC CCOG Code: 2N02

POST TITLE: Admin. Assistant (Travel)

UNICEF Code: GOAT

POST LEVEL: GS-5

CLASSIFIED LEVEL:

DATE CLASSIFIED:

SECTION/DIVISION:

DUTY STATION:

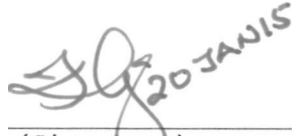
Travel Unit, Operations Section

Yangon, Myanmar

### SIGNATURES

*This is to certify that the contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the functions.*

Khin Myo Yu, Sr. Administrative Associate  
Supervisor, Name and Title

  
20 JAN 15.  
\_\_\_\_\_  
(Signature)

Devraj Daby Deputy Representative Ops,  
Head of Section, Name and Title

Marcoluigi Corsi, Representative  
Head of Office, Name and Title

(Signature) ]

DATE PREPARED: January 2015  
Updated competencies on 29 march 2024

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1. ORGANIZATIONAL SETTING

a) REPORTS TO: (Indicate post, by job title and level, to which this position reports.)

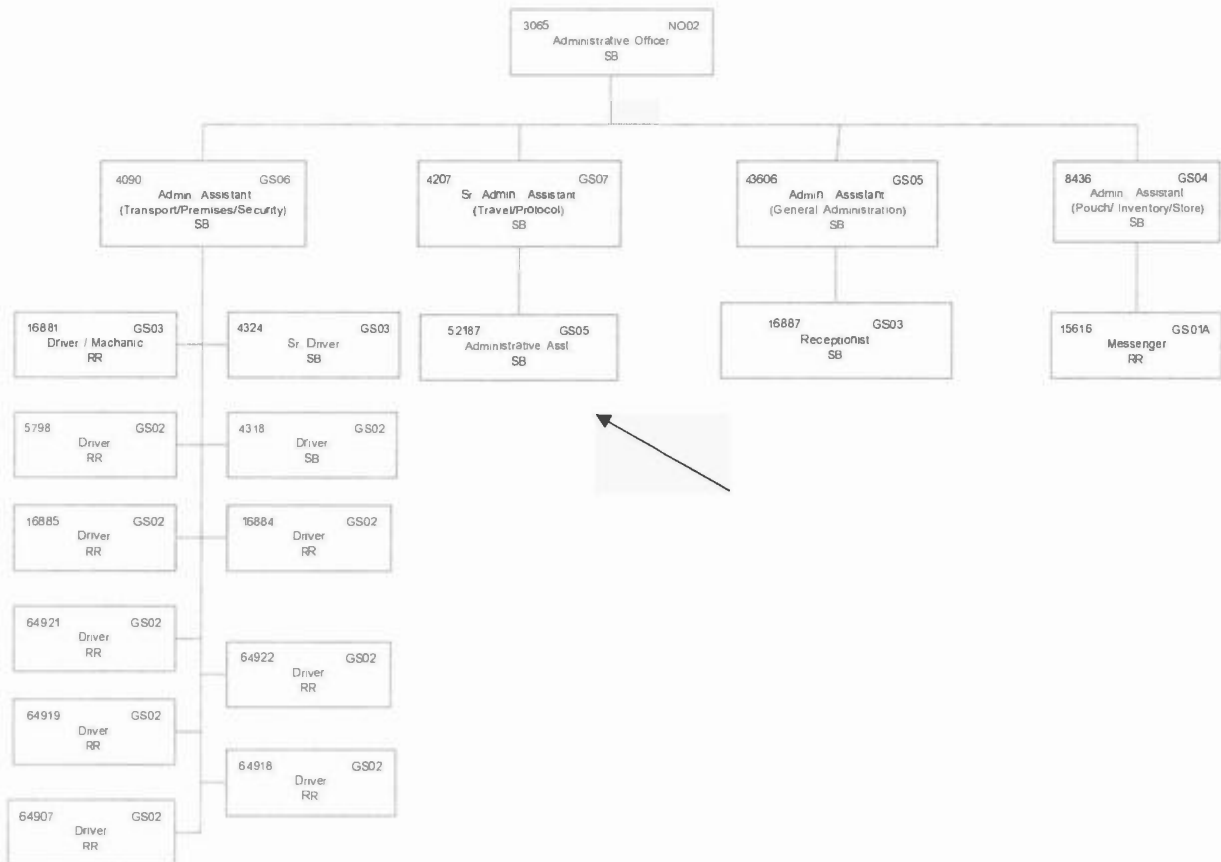
Sr. Administrative Associate (GS07)

b) RESPONSIBILITY FOR WORK OF OTHERS (Supervision exercised and guidance given. Indicate the title, level and number for whose work the post is responsible.)

Title                                      Level                                      Number

No responsibility for work of others.

c) ORGANIZATION CHART (Show the IMMEDIATE SECTION where the post is located, as well as the supervisor, subordinates and all other related posts. Only the officially approved organization chart should be used.)



2. PURPOSE OF THE POST

Under the general supervision of the Sr. Administrative Associate and in support of a large operation, prepares and processes documentation for travel of staff members and dependents, consultants and participants to meetings and assist in visa follow-up.

3. MAJOR DUTIES AND RESPONSIBILITIES (Describe in order of importance what incumbent does and how. Do not exceed more than 10-12 major duties. Indicate the percentage of time devoted to each duty or responsibility. Do not include duties of less than 5%.)

Percentage

25%	1. Review requests for travel, make airline bookings, request price quotations from travel agent, determine applicable class of travel, and calculate number of days in travel status. Assist in hotel bookings.
5%	2. External visa application at concerned Embassy for outbound travel of staff. Upon approval, prepare documentation to authorize travel agent or airline to issue tickets.
5%	3. Provide information to staff on visa requirements for external travel. Ensure completeness of application forms. Submit application to relevant embassies in Yangon.
5%	4. Meet and assist staff members and dependents, visitors and consultants at Yangon airport on arrival and departure as required.
10%	5. Undertake travel related tasks in the absence of the Sr. Administrative Associate.
25%	6. Assist in reviewing and verifying invoices from the travel agent and airline for certification and to ensure timely payment. Prepare monthly agent payment report.
5%	7. Maintains files and records related to travel.
10%	8. Assist in preparing monthly travel reports and monitoring TAS status to follow up to close the overdue TAS.
5%	9. Facilitate visa and stay extension endorsement at immigration office.



5%	10. Follow up with FERD and Yangon International Airport Security to use VIP room for special mission's arrival and departure at airport.
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4. WORKING CONDITIONS

*(Describe the conditions of the work place, travel requirements, and risks or hazards to which the incumbent is exposed. Indicate if it is an office-based post. Also, indicate the extent and frequency of physical requirements of the job, such as lifting heavy loads, or other types of exertion.)*

Normal office-based post with frequent visits to/from airport, travel agencies, embassies, hotels and government offices.

5. IMPACT AND CONSEQUENCE OF ERROR

- (a) Describe the type of decisions or recommendations regularly made and their impact on other persons or the work of the office.

Suggest cost effective travel routes based on travel agents recommendations.

- (b) Describe the most damaging error(s) that could be made in the work and the consequences they would have.

Delay in taking appropriate action on travel could lead to serious delay on the travel and work schedule of staff members.

6. REVIEW OF WORK *(Describe the degree of supervision and instruction the incumbent receives from the immediate supervisor, e.g., work assigned with specific instructions and guidance; checked while in progress; or undertaken independently and reviewed upon completion for accuracy or adherence to instructions.)*

Immediate supervisor provides general guidance. Work is reviewed upon completion.

7. GUIDELINES

- (a) Indicate which guidelines are required for performing the duties of the post *(rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.)*

Staff Rules and Manual, relevant administrative instructions, Travel





Information Manual, and Daily Subsistence Allowance Rates. The guidelines are well defined, but require interpretation as to the applicability for each case.

- (b) Describe the degrees to which interpretation of, and deviation from, existing guidelines are permitted, and the authority to propose or establish new guidelines.

The post applies existing guidelines. Deviations should be cleared and approved by Supervisor.

8. WORK RELATIONSHIPS

Indicate both the purpose, level and frequency of contacts within and outside UNICEF, in order to perform the work effectively.

<u>CONTACT</u>	<u>PURPOSE &amp; FREQUENCY</u>
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a) Internal

Sr. Admin. Assistant Chief of Operations	To obtain instructions - do -	Frequent - do -
Other staff and Consultants/visitors	Clarify and explain travel routes and entitlements	- do -

b) External

- Regular contact with travel agents to request quotations and to discuss routings, and with embassies to follow up on visa requests.
- Visa and stay extension with Immigration Office and update airport formality requirements for arrival and departures.

9. QUALIFICATIONS AND COMPETENCIES required to perform the duties of the post:

- a) EDUCATION (*Indicate type of education/training required including skill in equipment operation.*)

Completion of secondary school.  
Knowledge of United Nations administrative travel rules and practices.

- b) WORK EXPERIENCE (*Indicate the length and type of practical experience required.*)

Five years' experience with travel-related work or administration.



c) **LANGUAGES** (Indicate the language requirements.)

Good knowledge of English and Myanmar, oral and written.

d) **COMPETENCIES** (Indicate what key competencies are required, such as technical skills, communication skills, computer literacy, interpersonal skills, supervisory skills.)

- Good experience in travel management;
- Good communication and interpersonal skills;
- Computer literacy: ability to operate computer using MS office and other UNICEF standard software.

**Core Values (Required)**

Core Values (Required)

Care

Respect

Integrity

Trust

Accountability

Sustainability

**Functional Competencies (Required)**

Analyzing [I]

Learning and Researching [I]

Following instructions and Procedures [I]

Planning and Organizing [I]

**UNICEF competencies required for this post are**

- 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)