

## MISSION IN COLOMBIA JOB OPENING

### Internal / External

**Job Title & Level:** Travel Assistant, GS-5  
**Department/Office:** UN MISSION IN COLOMBIA/Human Resources Unit  
**Location:** Bogotá, COLOMBIA,  
**Posting Period:** 2 weeks (11 February – 24 February 2019)  
**Job Opening Number:** UNVMC - NJO-2019-003

#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: [MCreruitment@un.org](mailto:MCreruitment@un.org)

**Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.**

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

#### **Organizational Setting and Reporting:**

This position is located in the UNVMC Human Resources Unit. The incumbent will report to the Associate Travel Officer.

#### **Responsibilities**

Within delegated authority, the Travel Assistant will be responsible for the following duties:

- Calculates airfare, excess baggage entitlements, terminal expenses, daily subsistence allowance for staff and dependents traveling on missions, etc.
- Provides information to staff and consultants on the most direct and economical route and plans routings and itineraries plus the most economical airfare rates for such travel as permitted by the rules and regulations.
- Provides information on rates and travel schedules for specific itineraries
- Contacts airlines or travel agency to make reservations at least expensive fares, and requests issuance of tickets.

- Initiates requests for visas.
- Reviews of travel claims and supporting documentation for completeness, accuracy, reasonableness, validity, and conformity with UN Rules.
- Advises substantive offices, travelers, and other relevant staff of arrival information, requesting arrangements to be made accordingly for traveler,
- Performs any other related duty, as required.

**Work implies frequent interaction with the following:**

Staff at all levels, as well as Administrative, Finance, and Human Resources Officers, travel agencies and airlines staff.

**Results Expected:**

Acts in a satisfactory manner on travel cases and related issues with a view towards minimal cost to the United Nations.

**Competencies:**

**Professionalism:** Knowledge of travel related processing requirements; ability to recognize and act in the face of conflicting priorities. 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 women and men in all areas of work.

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

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**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.

**Education:**

High school diploma or equivalent.

**Experience:**

Five (5) years of experience in travel administration or related area.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.