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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Travel Assistant, GS-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA/ Human Resources Unit
Location:	Bogota, COLOMBIA
Posting Period:	19 January – 18 February 2022
Job Opening Number:	UNVMC-NJO-2022-003. Fixed-Term for one year with possibility for extension

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo/>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia. :<https://www.youtube.com/playlist?list=PL-8SCkVjg-e3073SwTDG1VQf1oLTWfUQ4>*

**Organizational Setting and Reporting:**

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

**Responsibilities**

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

- Assists in providing efficient and cost effective routings with regard to more complicated staff itineraries
- Assists in making travel plans in order to take advantage of advance purchases or special promotional fares.
- Maintains records of all travel authorizations processed and savings accrued to the organization as a result of the cost savings techniques employed.
- Calculates daily subsistence allowance for travel of senior UN staff, mission assignees and appointments, and other UN Staff, taking into account whether meals will be provided and which stopovers is designated official business or personal. Depending upon actual category of the traveler, prepares travel authorization, calculates all other costs, including excess baggage, terminal expenses, subsistence allowance and travel advance.
- 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 UN rules and regulations.
- Contacts airlines or travel agency to make reservations at least expensive fares and requests issuance of tickets.
- Initiates requests for visas.
- Provides information on rates and travel schedules for specific itineraries. Computes and determines the revised amounts of per diem where there is deviation from original travel plans.
- Arranges for change or cancellation of already issued tickets upon request of the traveller, including obtaining reimbursement, where applicable.
- Converts departure and arrival times, as needed, and identifies the accommodation class corresponding to the nature of the travel.
- Reviews travel claims and supporting documentation for completeness, accuracy and validity, prior to submission to the Finance Section for payment.
- Ensures that entitlements are in conformity with UN Rules, Regulations and policies. Refers discrepancies back to Administrative and /or Certifying Officers for clarification and possible correction.
- Advises substantive offices, travelers, all mission personnel, and movement control staff of arrival information and requesting arrangements to be made accordingly for traveler.
- Performs other duties as required.

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

Staff at all levels, as well as Administrative, Finance, and Human Resources staff, 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.

**Core values:**

**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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

**Competencies:**

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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 is required. Technical or vocational certificate in the field of business administration or travel and related matters or related fields is a requirement.

**Experience:**

A minimum of five (5) years of progressively responsible experience in travel administration, including travel rate calculation, routing, and travel reimbursement, or related area is required.

Familiarity with travel related operations including knowledge of Airline Passenger Tariffs and ABS Airways Guide or OAG are required.

knowledge of IATA visa requirements and familiarity with United Nations Staff and Financial Rules and Regulations and procedures is desirable.

**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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.**