



UNFPA - because everyone count

United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:

VACANCY NO:	VA-CO-2016-05-07
OPENING DATE:	9 May 2016
CLOSING DATE:	23 May 2016
POST TITLE	Travel Assistant
NUMBER OF POSITION	1 (ONE)
CATEGORY	Service Contract (SB-2)
DUTY STATION	UNFPA Kabul
DURATION	For one year with possible extension

Under the overall guidance of the Operations Manager, and daily supervision of the Admin/Procurement Officer, the Travel Focal Point shall perform the following duties and responsibilities, but not limited to:

- Provision of a wide-range of travel, booking and visa services for the entire Operational Hub in compliance with Organizational Directives and Administrative Instructions related to entitlement travel and official duty travel for staff members, non-staff and personnel and complemented with accurate monitoring, tracking and reporting;
- Assist in all domestic and international bookings for air travels in coordination with vendor(s) for travel management services as well as appropriate coordination with WFP/UNHAS, UNAMA and other chartered-flight carriers approved by the UN Department of Safety and Security (UNDSS);
- Validate and conduct an independent research on flight options/routes through the most direct and economical route according to the travel policy and find alternatives that would result to cost-savings for the Organization in terms of soliciting promotions and frequent-flyer rewards from air carriers and transport operators;
- Ensure that all related documentations and pre-requisites are complied with and checked against established policies and practices;

- Receive, check and process Travel Authorization (TA), booking request forms, Movement of Personnel (MOP), and other travel-related requirement and register each activity accordingly in the available travel tracking systems either online or otherwise;
- Prepare, submit and follow-through on requests for new issuance and/or renewals of visas from the Ministry of Foreign Affairs (MOFA) through UNDP and other embassies, as necessary;
- Maintain an updated contact list of counterparts for travel services, ministry offices and other UN agencies;
- In coordination with the traveller and Programme assistants, check and verify document requirements including eligibility, DSA payments, travel claim reimbursements and security clearances, among others;
- Raise requisition for all travel-related activities and payments and facilitate monthly reconciliation of accounts with Finance Section;
- Perform protocol-related activities when required particularly for new arrivals, visitors, delegations and other similar arrangements while coordinating with various units for hotel, guesthouse or village accommodation, transport arrangements and security briefings;
- Facilitate dispatching of documents and/or items with courier services when required;
- Closely liaise with staff and personnel on travel status concerning entitlements, routes, rebooking, cancellations and payments, among others;
- Maintain accurate records of all activities, bookings, payments, account reconciliations and official pouch sent and/or received through courier providers;
- Perform other duties as may assigned by the supervisor.

Required Competencies:

Functional competencies:

- Analytical and Strategic thinking;
- Knowledge sharing;
- Results-based programme development and management;
- Innovation and marketing of new approaches;
- Leveraging the resources of national governments and partners/building strategic alliances and partners.

Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity;
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self-management;
- Working with people: Empowerment/Developing people/Performance management;
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making.

Job Requirements:

- Academic Requirements: Secondary Education
- Experience: At least 5 years' experience with government, NGOs and UN agencies in travel related issues
- A Self-motivated and ability to work under time pressure;
- Team – oriented, possess a positive attitude and work well with others;
- Good communication skills with proficiency in English, Dari, Pashto;
- Working knowledge of MS-Office , Excel is necessary;
- Having good network with other travel agencies

Submission Guidelines:

Interested **Afghan Nationals** may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: recruitment.afg@unfpa.org

UNFPA and reserve the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest. **Qualified women are particularly encouraged to apply.**