



## VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/010/16

**The United Nations Office for West Africa and the Sahel (UNOWAS) is looking for a highly motivated and results oriented team player to join a dynamic team.**

### To serve as: Travel/Protocol Assistant

<b>Title Position</b>	<b>Travel Assistant/Protocol</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Individual Contractor</b>
<b>Duration of contract</b>	<b>Six (06) months</b>
<b>Category and level</b>	<b>NA</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	<b>Travel unit</b>
<b>Issuing date</b>	<b>22/06/2016</b>
<b>Closing date</b>	<b>29/06/2016</b>

The United Nations Office for West Africa and the Sahel (UNOWAS) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa and the Sahel. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

**Organizational Setting:** The position is located in the General Services unit. The Travel Assistant/Protocol will report to Administrative Officer/Head of General Services' unit.

**Duties and Responsibilities:** Under the guidance and supervision of the Administrative Officer the incumbent is responsible for the following:

- Coordinate the official travel of all personnel. Calculate and initiate entitlements for all such travel and submit to the Supervisor for approval.
- Plan routings and itineraries plus the most economical airfare rates for such travel as permitted by the rules and regulations.
- Liaise with airlines and travel agencies for booking and issuance of tickets; and ensure tickets are purchased at the most competitive prices.
- Make hotel reservations.
- Review travel authorizations and prepare travel documents (PT8) and requisitions in the relevant information systems.
- Negotiate with management of travel agency and with senior airline sales management for space on flights, reduced airfares, group discounts and reduced excess baggage charges.
- Examine and pre-audit the official itineraries of staff members, as stated in the travel authorization, in order to determine air travel cost entitlement of the proposed official



travel of the mission personnel and ensure conformity with established rules, regulations and relevant directives; refer discrepancies back to Certifying Officers for clarification and possible correction.

- Audit airfare construction to ensure that travel is by the most efficient and economical means by applying and analyzing information contained in tariff guides and computerized airline reservation systems.
- Review travel claims and requests for completeness of supporting documents, accuracy and validity; ensure that entitlements are in conformity with Staff Rules. Evaluate the effect of personal deviations on the cost of the official itinerary and entitlement. Calculate cost differentials brought about by enforced changes in the official itinerary as a result of routing difficulties or other reasons.
- Maintain records of all travel authorizations processed and record savings accrued to the organization as a result of the cost savings techniques employed.
- Advise concerned offices, travelers, plus mission transport staff of arrival information, requesting arrangements to be made accordingly for traveler.
- Compile and reconcile data and prepare travel related statistics and financial reports on a regular basis.
- Communicate with substantive offices, travelers, Human Resources, and Transport Section of arrival information, requesting arrangements to be made accordingly for the traveler.
- Assist in preparing documentation to various consulates and the host government ministries of foreign affairs, regarding the provision of transit visas and resident visas respectively.
- Provide assistance for protocol functions at points of entry for the arrival/departure of VIP mission staff.
- Perform other duties as required.

### Competencies:

- **Professionalism:** Thorough knowledge of travel and protocol related processing requirements; practical experience; ability to apply good judgement in the context of assignments given. Knowledge of airline booking procedures and systems and related fare structures. Ability to utilize electronic booking systems. 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 men and women in all areas of work.
- **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.

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

### **Qualifications:**

#### **Education:**

- High School Diploma is required.

#### **Experience:**

- Five (05) years of experience in administration, travel, human resources management or other related fields.

#### **Languages :**

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French and English is required.

### **Others**

- Knowledge of SAP would be an asset
- The incumbent may be required to work during non-regular working hours as well as holidays and weekends. The candidate must be able to work in a very fast paced environment and handle pressure very well.



United Nations Office  
for West Africa and the Sahel

Bureau des Nations Unies  
pour l'Afrique de l'Ouest et le sahel

**UNOWAS**  
Dakar / Sénégal

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### **APPLICATION:**

This announcement is available on UNOWAS: Website: [www.unowa.unmissions.org](http://www.unowa.unmissions.org)

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWAS Website)
- Copy of Diplomas and Degrees

Please send your application by e-mail at [unowa-cnmc-hr@un.org](mailto:unowa-cnmc-hr@un.org)

**Please note that only short-listed candidates will be contacted**