

Job Posting Title **IRC2628**
Title, Grade (Position No) **Travel Assistant, G-3. (2001796)**
Organizational Unit **Shared Services Centre, Budapest, Hungary**

Deadline for Applications **15-Oct-2014**
Duration **Fixed term**
Notes **1 year renewable**

Department Description

The post is located in the Shared Services Centre (SSC), providing travel support and transactions processing services to clients and organizational units.

Duties and Responsibilities

Main Purpose

The Travel Assistant performs a large variety of routine functions assisting the processing of transactions and the use of corporate travel systems.

Supervision Received/Exercised

The Travel Assistant works under the direct supervision of a Travel Operations Officer and receives guidance from a senior travel assistant. He/she acts independently in routine matters. Supervision received is focused on the quality of the work performed and provides for on-the-job learning.

Working Relationships

The Travel Assistant interacts with a wide variety of colleagues from within the work unit and with immediate clients from within the Organization, providing routine travel support services.

Key Functions/Results

- Respond to routine queries and provide contractors with routine information concerning travel and shipping authorizations and maintain related records;
- Assist in processing shipping invoices and insurance claims from related contractors and refunds of pre-approved shipping costs from staff, and take necessary follow up action
- Assist in liaising between staff and contractors, supplying travel, shipping and insurance information as necessary;
- Process travel expense claims, in accordance with the Organization's rules and policies; verify travel performed against appropriate entitlements;
- Identify, review and claim refunds of travel costs from travel agents or travellers and take necessary follow up action;
- Process authorized lump sum payments, travel advances and post-factum travel claims and verify their correctness;
- Provide travel assistance to staff on a day to day basis for travel arrangements and entitlements based on the Organization's rules and policies. Extract, input, maintain and verify correctness of travel records in the Organization's corporate travel system to ensure proper accounting transactions related to travel costs and staff travel;
- Assist in the preparation of budgets on travel costs and maintain travel budgetary and statistical control records;
- Assist in clearing and reconciling outstanding travel-related balances through reviewing relevant statements from Finance and taking the necessary follow-up action;
- Perform other duties as required.

Impact of work

The incumbent's work impacts on the timely and efficient delivery of the immediate work unit's travel support services

Job Requirements

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Two years of relevant experience in office / administration / or accounting support work

Languages: Working knowledge (Level C) of English

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment

Technical Skills

Familiarity with financial/HR computerized systems. Initiative and ability to plan and organize work, set priorities and meet deadlines. Ability to maintain accurate records and pay attention to details. Ability to draft routine correspondence and to write and spell correctly. Ability to handle confidential material with discretion. Ability to collaboratively work as a member of a team. Ability to work accurately and quickly under pressure.

All candidates should be able to establish and maintain effective working relationships with people of different national and cultural backgrounds.

DESIRABLE QUALIFICATIONS AND SKILLS- OPTIONAL

Specialized courses in accounting, finance or computer systems. Experience in accounting or travel related work preferably in international environment. Experience working with an ERP system; Knowledge of other FAO official language(s) (Arabic, Chinese, French, Russian, Spanish).

Additional Details

All candidates should possess computer/word processing skills.

Evaluation of qualified candidates may include an assessment exercise which will be followed by an interview.

Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.

Candidates may be requested to provide employment reference.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

ELIGIBILITY

Candidates must be legally residing in Hungary at the time of application, recruitment and hire. However, the selected candidate will be recruited as Local staff members, with duty station in Budapest. Therefore, there will not be any entitlement regarding the relocation costs incurred for successful candidates accepting the position in Budapest.

How To Apply

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

Please note that, in case the application deadline is extended, the updated deadline will be displayed in the iRecruitment website.

If you need help, or have queries, please contact: iRecruitment@fao.org

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