

Job Posting Title **IRC2629**
Title, Grade (Position No) **Travel Assistant, G-5. (2001346)**
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 transaction processing services to clients and organizational units.

Duties and Responsibilities

Main Purpose

The Travel Assistant coordinates and performs the full range of travel support and administrative processing functions. He/she ensures quality, transparency and consistency of data, processes and services provided within his/her area of responsibility and contributes to a smooth functioning of the work of the unit.

Supervision Received/Exercised

The Travel Assistant works under the general supervision of a Travel Operations Officer and receives guidance from a Senior Travel Assistant. The incumbent operates independently and takes decisions on work priorities. Supervision received is focused on the quality of work outputs. He/she provides guidance and advice to other junior travel support staff.

Working Relationships

The Travel Assistant works closely with a wide range of colleagues and clients in the team/division/region, with client departments/ offices and staff in handling and coordinating travel support services and providing procedural guidance and information.

Key Functions/Results

- Process travel expense claims, including verification of travel performed against entitlement and computation of costs within FAO liability;
- Identify / claim refunds of travel costs from carriers, travel agents or travelers and taking necessary follow-up action;
- Process lump sum payments and post-factum claims, verifying correctness with FAO travel agent in cases of complex fares;
- Assist in providing guidance and advice on travel rules and procedures to SSC/ Divisions/ Field Offices staff;
- Manage the Travel E-mail account concerning queries on travel-related payments/ recoveries/ entitlements from travelers/ SSC/Human Resources Management Division/Field Offices;
- Verify correctness of records related to travelers in corporate systems to ensure proper accounting transactions relating to claimant staff members and consultants;
- Review the daily rejections list relating to travel payments, investigating and checking incorrect entries;
- Review and reconcile monthly recoveries report for submission to Accounts Receivable, taking corrective action where necessary and validating items for recovery;
- Assist Accounts Payable in clearing consultants' honoraria payments, providing details relating to TEC deductions and/or follow up actions with Divisions regarding outstanding TECs, performing any accounting adjustment;
- Perform other duties as required.

Impact of work

The incumbent's work impacts directly on the smooth operation and performance of the work unit. He/ she plays a lead role in the provision of travel support services for successful achievement of the organizational unit's mandate

Job Requirements

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Four years of relevant experience in administration/travel and/or accounting support work,

Languages: Working knowledge (Level C) of English

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

Technical Skills

Familiarity with financial/HR computerized systems. Good knowledge of accounting practices. Initiative and ability to plan and organize work, set priorities and meet deadlines. Ability to handle and analyze data and trends. 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 and give guidance to others.
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

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/i-recruitment-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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