



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

VACANCY ANNOUNCEMENT

Vacancy Announcement Number: 17/GS/GSS/02

Functional Title and Grade: Travel Assistant (GS-7)

Department/Service: General Services Section, UNAKRT

Remuneration: Starting from US\$ 31,487 gross per annum depending on relevant background and experience.

Number of Positions: (This VA is for Roster Purposes)

Duration: The initial appointment is limited to one year only. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

Deadline for Applications: 07 June 2017

APPOINTMENT WILL BE MADE ON A LOCAL BASIS.
CANDIDATES UNDER SERIOUS CONSIDERATION WILL BE REQUESTED TO PASS
WRITTEN TESTS AND TO TAKE AN INTERVIEW

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Candidates will be expected to move periodically to new functions throughout their careers and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

Organizational Setting and Reporting Relationships:

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) has jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) has been established as a technical assistance project that supports the Extraordinary Chambers in the Courts of Cambodia (ECCC).

SUMMARY OF DUTIES:

The position is located in the General Support Services (GSS), Department of Administration.

Under the supervision of the General Support Services (GSS) Officer, the incumbent is responsible for the following duties:

- Liaises with airlines and travel agencies regarding their services, invoices and fares.
- Liaises with Travel Management Services Provider (Travel Agency) for booking of air ticket for staff members and consultants.



- Reviews travel authorizations including the calculation of air fares, daily subsistence allowance, terminal expenses and other appropriate entitlements ensuring that all travel authorizations are properly authorized in accordance with UN regulations, rules and procedures.
- Assures accuracy of entitlements and figures and that cost of transportation is the most economical to the organization and that budget allotment and object expenditure codes are valid.
- Approves travel authorizations in Umoja Travel Portal.
- Monitors and updates travel authorization statuses and expense report (travel claims) and follow up with relevant sections, staff member for a timely submission of expense report.
- Collects charges for any deviation from the authorized itinerary and shipment allowance in excess of entitlements.
- Coordinates with Travel and Transport Section (TTS) of UNHQ and travel community to resolve any technical matters related to travel authorization in Umoja Travel Portal.
- Prepares amendments to existing travel authorization as and when required.
- Coordinates with the various Consulates and the host government Ministry of Foreign Affairs regarding the provision of entry visas for staff, consultants, interns etc.
- Coordinates and liaises with customs office and forwarding agent for customs clearance of UN official shipments.
- Liaises with the Ministry of Foreign Affairs and Ministry of Land Transport for the duty free import and registration of official vehicles and import of vehicles by staff members.
- Liaises with hotels to make arrangements on accommodation for staff and consultants.
- Performs any other duties that may be assigned from time to time.

Competencies: During the interview, candidates will be asked to demonstrate that they possess the following competencies:

- **Professionalism:** Knowledge of travel related processing requirements; plans, manages and resolves 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.



Qualifications:

- **Education:** High school or equivalent diploma plus relevant certification/diploma or other supplemental academic qualification or training in the field of business administration or public administration. Basic knowledge of computer skills, MS Office, Spreadsheet and Word is required.
- **Work Experience:** Seven (7) years of progressively responsible experience in administration, including travel rate construction, routing, and travel reimbursement, or related area. Consideration for up to 3 years equivalent work experience may be given for candidates in possession of a university degree.
- **Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

ASSESSMENT METHOD:

Evaluation of qualified candidates may include a technical assessment exercise which may be followed by competency based interview.

HOW TO APPLY:

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at <http://www.unakrt-online.org/sites/default/files/p11.doc> and submit their application mentioning the vacancy announcement number and functional title in the subject line of the email to the Human Resources Management Section, UNAKRT, to the following email address unakrt-jobs@un.org.

Applications from female candidates are particularly encouraged

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted.

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).

This vacancy is open for Cambodian nationals only

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Date of issuance: 08 May 2017