



International Criminal Tribunal for the former Yugoslavia

Travel Assistant, G-5 (50% position)

DEADLINE FOR APPLICATIONS	:	15 October 2014
DATE OF ISSUANCE	:	15 September 2014
ORGANIZATIONAL UNIT	:	Registry/Travel Unit
VACANCY ANNOUNCEMENT	:	2014/REG/GSS/032-GS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

This position is located in Registry, Travel Unit under the supervision of the Chief, General Services Section.

Responsibilities:

Under the guidance of the Supervisor, Travel Unit, the incumbent establishes all travel entitlements and executes all travel arrangements of UN-ICTY Officials, UN staff members and their dependants, staff on secondment, consultants and experts. In addition, the incumbent also performs the main duties of a Shipping Clerk. Calculates and selects the most economical fares and advises travellers with options reflecting the most economical routes/modes of travel. Recommends alternate itineraries to the traveller in order to ensure that travel costs are kept to a minimum in accordance with General Assembly resolutions on travel costs. Makes preliminary reservations in the computerised airline systems such as Galileo or Amadeus. Books hotel reservations, car rentals, train tickets, ferry tickets, etc. Prepares, processes and keeps files on Travel Authorisations. Provides advice and assistance to staff members and responds to general enquiries relating to the entitlements related to removals of personal effects. Arranges for and checks removal quotations to ensure that they are in conformity with the Rules and regulations of the UN. Performs other duties such as filing, copying, general clerical duties as required.

Competencies:

- **Professionalism** –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.
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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.

ASSESSMENT METHOD

There may be a technical test and competency-based interview.

QUALIFICATIONS

- Education:** High school diploma or equivalent. Advanced training in air fare construction, knowledge of clerical functions and thorough training in airline rules and regulations required (for example IATA TTP).
- Experience:** Minimum of 5 years of relevant experience, including making reservations in computerised airline systems such as Galileo, is essential. Experience in UN travel and shipping operations would be an asset.
- Language:** English and French are the working languages of the Tribunal. For the post advertised fluency in English is required. Knowledge of another official UN language is desirable. Knowledge of Dutch is an asset.



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NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.un.org/icty) and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the Administrative Support Assessment Test (ASAT) as per information circular ICTY/IC/2004/49 of 2 September 2004.

Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.
Appointment against this post is on a local basis

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.