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Job Posting Title

Travel Officer

Start Date

06.09.2017

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07.10.2017

Reference Code

TOAHRM03

Job Title

Travel Officer

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, The Administrations and Human Resources Management Directorate of AUC is undertaking several capacity building initiatives to modernize its systems that enable it to deliver on its mandates.

The Commission of the African Union invites citizens of Member States to apply for the below specified position at the African Union Commission Headquarters, in Addis Ababa Ethiopia.

Department

Post:

Title: Travel Officer

Grade: P2

Immediate Supervisor: Chief of Travel Unit

Department: Administration and Human Resources Management

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

Project

Job Purpose:

Under the supervision of the Chief of Travel Unit, the incumbent shall assist in planning, organizing and discharging the activities of the Travel unit of African Union Commission.

Tasks

Major Duties and Responsibilities:

The Incumbent's overall responsibility will be to find solutions on strategic issues of the Travel Unit with a major role of improving the customer service levels but not limited to the following;

- Processing of tickets and Electronic Miscellaneous Documents;
- Maintain an efficient record/reconciliation of all tickets issued and sent
- Periodically, assisting in the processing of travel requests and Purchase orders
- Assist in the verification of all invoices submitted by travel agencies or Airlines before they are sent for payment;
- Ensure timely settlement of invoices upon reconciliation of the accounts of the travel agencies and airlines;
- Liaise with Finances Department on the payments of travel services rendered to the commission;
- Maintain effective database system and financial reporting on travel expenditures;
- Prepare reports and analysis as required;
- Consult staff members and Departments on planning for official travel and related logistics
- Assist in initiating the communication between the Airlines and the Commission through correspondences with the Airlines on matters concerning business relations between the Commission and Suppliers of Air Travel Services;
- To expedite contracts/Memorandum Of Understanding and monitor the contract management aspects in order to ensure compliance;
- Perform any other duties as may be required from time to time.

Requirements

1. Qualifications:

A Bachelor's Degree in Business Administration/ Marketing Management, Procurement, Transport or any related field with IATA training in Aviation/Travel Agency practice or equivalent qualification from a recognized Travel and Tourism institution.

At least four (4) years progressive professional experience in airlines/ travel agency and travel Management i.e. ticketing and airline sales in a major Government, International Organization, Public or Private sector organization.

2. Other Qualifications:

Knowledge and certificate in AMADEUS Functionality

3. Other Relevant Skills:

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 - Computer literate particularly in several packages and MS Office Applications
 - Knowledge of SAP MM module shall be an added advantage.
 - Ability to work with minimum supervision;
 - Excellent interpersonal skills;
 - Ability to organize and motivate others to work in a multi culture environment;

- Demonstrate ability to work in a team;
- Excellent Knowledge of the workings of international organizations;
- Good analytical skills;
- Excellent drafting and Report writing skills;

4. Language requirement :

Proficiency in one of the African Union working languages is mandatory. Knowledge of one or several other working languages is an added advantage.

5. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eritria, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

6. Tenure of Appointment:

The appointment will be made on a regular basis for a period of three (3) years, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract will be for a period of three (3) years renewable, subject to satisfactory performance.

7. Remuneration:

Indicative basic salary for this position is US\$ 29,287 (P2 Step 1) per annum plus other related entitlements such as post adjustment (46% of basic salary), Housing allowance US\$ 14,414.40 (per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission

8. How to Apply:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 7th October 2017

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management
African Union Commission
Addis Ababa, Ethiopia

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters