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**External Publication of Job Posting**

**50312149**

**Job Posting Title**

Travel Clerk

**Start Date**

06.09.2017

**End Date**

07.10.2017

**Reference Code**

TCAHRM03

**Job Title**

Travel Clerk

**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 Clerk

Grade: GSA5

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 activities will be but not limited to the following;

- Assist with the day-to-day functions of the Travel and Accommodation Unit to facilitate travel-related matters within the Union.
- Assist with the administration of all official mission travel;
- Calculate airfare, excess baggage entitlements, terminal expenses, daily subsistence allowance for staff and dependents travel and/or the Union's invitees, etc.
  
- Provide information to staff on the most direct and economical routes and plan routings and itineraries accordingly.
  
- Keep accurate record of ticket issued, usage status and refund process;
  
- Process Staff members entitlements related to travel
  
- Review travel claims and supporting documentation for completeness, accuracy, validity, and conformity with AU rules ;
  
- Assist the Finance Department regarding reimbursement of travel expenses;
  
- Verify that services provided by the airline/travel agent are rendered satisfactorily and in accordance with the contract before processing invoices for payment;
  
- Prepare reports as required;
  
- Perform any other duties as may be required.

## **Requirements**

### 1. Qualifications

A University Diploma or first level university degree with basic IATA training in Aviation/Travel Agency practice or equivalent qualification from a recognized Travel and Tourism institution is a must.

Knowledge and certificate in AMADEUS Functionality.

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

### 2. Other Relevant Skills

- 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;

### 3. 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.

### 4. 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.

### 5. 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.

### 6. Remuneration:

Indicative basic salary for this position is US\$ 14,852 (GSA5 Step 1) per annum plus other related entitlements such as post adjustment (46% of basic salary), Housing allowance US\$ 12,009.60 (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

### 7. 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