

Posting Title : ADMINISTRATIVE OFFICER (Travel Service Line Manager), P4
Job Code Title : ADMINISTRATIVE OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 11 November 2020-17 November 2020
Job Opening number : 20-ADM-RSCE-144362-J-ENTEBBE (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and the Deputy provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Travel, Claims, Education Grant Section at the RSCE. The Administrative Officer (Travel Service Line Manager), reports to Chief of Section, Travel, Claims, Education Grant (Service Delivery Manager).

Responsibilities

Within delegated authority, and on behalf of the Service Line, the Administrative Officer (Travel Service Line Manager) is responsible for the following:

Travel Administration

- Overviews RSCE's Travel Management Service (TMS) contracts, including monitoring of contract performance so as to ensure adherence to contractual conditions and compliance with the UN travel policies;
- Oversees all matters relating to RSCE travel operations;
- Contributes to the review and implementation of travel operational changes and carries out special reviews;
- Monitors the contractual and operational elements of TMS service effectiveness, implementation of changes and improvements;
- Participates in the identification, selection and negotiation of suitable travel and shipping vendors as well as in the tendering process for travel related vendors;
- Contributes to negotiations with travel industry vendors and supports management in monitoring the effectiveness of negotiated vendor programmes, including tracking and monitoring performance and discounts;
- Reviews needs and proposes changes to policies, administrative systems and procedures, as appropriate;
- Assists with provision of data to internal and external auditors and implementation of audit recommendations;
- Deploy dashboards to client entities to facilitate monitoring of travel data and better management of the clients.

General

- Manages the achievement of RSCE key performance indicators (KPIs) and all Service Level Agreement (SLAs) components for RSCE travel services.
- Manages the development of the Service Line's annual budget development programme, particularly with respect to the establishment of major resourcing priorities, preparing cost estimates and budget proposals, related to the Service Line's resourcing requirements such as staff and non-staff requirements, including programmatic aspects; reviews, analyzes and revises data with respect to the finalization of the budget proposals as well as Result Based Budgeting inputs.
- Manages the efficient and effective use of budgetary resources through robust monitoring of budget utilization to the approved budget and timely provision of information to RSCE management for decision making; provides support and guidance to fund centre/Client Missions on budget implementation and corrective actions where necessary.
- Provides policy guidance, financial interpretations, adaptations and corrective actions in response to audits and other queries to ensure adherence to the UN Financial Regulations and Rules, Staff Rules, Administrative Instructions, Bulletins and Circulars under the guidance of the Service Delivery Manager.
- Provides advice on the development, modification, interpretation, and implementation of and exceptions to United Nations staff regulations, rules, policies and practices on entitlements and other human resources related matters as required.
- Acts as a Certifying Officer under Financial Rule 105.5 or Approving Officer under Financial Rule 105.4 in adherence with the UN Regulations and Rules.

Staff and Management

- Supervises the implementation of the performance appraisal system and monitors its compliance with the proper implementation of the performance management system, providing guidance and substantive support, including recommendations on training needs, to staff on standards for the development of service, unit and individual work plans.
- Ensures full compliance with the performance appraisal system and provides input to the establishment of Management Review Committee and Joint Monitoring Committee and Rebuttal Panel and acts as their facilitator and ex-officio member

Other

- Provides substantive inputs for the development of a communication strategy with a provision of input related to the travel service line as required.
- Performs other duties as maybe assigned.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work

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.

Planning & Organizing - 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.

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.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, accounting, finance, human resources management, social sciences, education or related field is required. A first-level university degree in combination with relevant years of experience in financial management, accounting or other related field, may be accepted in

lieu of the advanced university degree. Professional recognition as Certified Public Accountant (CPA), chartered accountant or their equivalent is desirable. Trainings and certification in travel management and administration from accredited institutions is desirable.

Work Experience

A minimum of seven (7) years of progressively responsible experience in cost management and budget formulation, cost control and monitoring, accounting and financial reporting, or analysis and interpretation of financial results, human resources management, administration or related area is required

Experience in supporting international operations involving military/security, logistics, infrastructure development, or a similar undertaking is desirable.

Five (5) years' experience working in a United Nations peacekeeping operation, funds, and programmes or similar international organization or non-governmental organization in a conflict or post-conflict setting is desirable.

Experience with human resources systems and management in an international setting is desirable.

Experience in travel administration within the United Nations or similar international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (both oral and written) is required.

Assessment

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

Special Notice

- This position is temporarily available until 30 June 2021.
- If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- This position is vacant due to the temporary assignment of the regular incumbent to another office/organization. Extension of appointment/assignment of the selected candidate will be contingent on the return of the incumbent who maintains a lien against this post. The selected candidate is expected to start as soon as possible.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current

temporary job opening does not delay or increase the mandatory age of separation.

- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.
- The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.