WORLD FOOD PROGRAMME – RBJ, Johannesburg
VACANCY ANNOUNCEMENT No – REF: 87965

Position Title: Administration Assistant – Travel
Grade: G5 Fixed Term
Duration: 12 Months
Duty Station: Johannesburg Regional Bureau, South Africa

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to end global hunger. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

In emergencies, WFP gets food to where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After an emergency, WFP uses food to help communities rebuild their shattered lives. Present in nearly 80 countries, the organization has the global footprint, deep field presence and local knowledge and relationships necessary to provide access to nutritious food and contribute to the lasting solutions, especially in many of the world’s most remote and fragile areas.

We manage an operating budget of approximately $5.9 billion each year, distributing 12.6 billion rations to those most in need. We reach an average of 80 million people with food assistance in around 80 countries each year.

For more on WFP and what we do, please go to http://www.wfp.org/videos/zero-hunger

Key Accountabilities:

Under the direct supervision of the Head of Unit, the Administration Assistant–Travel will perform responsible administrative duties in support of the Organization’s travel and insurance programmes; reporting anomalies and discrepancies to supervisor, when applicable. In particular, will:

- Process travel requests in compliance with WFP’s travel regulations.
- Analyse and investigate technical problems, rejections and queries relating to recoveries, payments, rates etc. to verify correctness and alignment of records including adjustments and settlements of outstanding items in corporate systems;
- Investigate and analyse complex cases and draft replies with documented evidence of background transactions;
- Provide guidance and advice on travel rules and procedures to staff;
- Review and reconcile monthly recovery reports for submission to Accounts Receivable, taking corrective action where necessary and validating items for recovery;
- Serve as principal liaison with the Travel Center’s designated travel agent, National and International airlines
- Obtain quotations for air tickets and coordinate travel bookings.
- Ensure that travel policy and procedures are followed respectively
- Process purchase orders for air ticket and payment of daily subsistence allowance (DSA) and dispatch Purchase Orders to travel agent.
- Arrange hotel bookings as per UN security requirement.
- Check invoice from travel agent and certify for payment.
- Reconciliation of accounts to ensure payment of travel invoices is up to date
- Performing other duties as may be assigned by Head of Unit
**Qualifications and Experience**
Secondary school education, including or supplemented by commercial and accounting courses (work experience in the accounting or financial field which would result in equivalent competency may be substituted for specialised courses).

**Experience:**
- Five years of experience in accounting work including experience in international travel operations.
- High level of accuracy, attention to detail and thoroughness and passion for quality work.
- Ability to work under minimal supervision, be proactive, initiative and with sound judgement.
- Flexible approach towards work coupled with enthusiasm, commitment and energy.
- Ability to interact effectively with staff and partners at all levels.
- Good organization, planning and effective time management skills.

**Knowledge:**
Extensive knowledge of computerised accounting systems.
Experience/familiarity with the accounts of airlines and/or travel agents.
Ability to interpret and apply the Organization’s rules to transaction processing.
Ability to draft and review correspondence and documentation, ensuring accuracy and consistency with organizational formats and rules.
Initiative in selecting and communicating efficient and effective means to organise the work flow within the office and to complete work assignments.
Ability to interpret and adapt instructions.
Ability to carry out and manage a high number of diverse activities and complex assignments.
Ability to give advice, guidance, appropriate instructions and productive feedback to other staff.
Computer literacy and ability to use word processing and other office technology equipment effectively. Initiative, judgement, courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

**Language:**
Fluency in both oral and written English.

This position is open to both male and female candidates who are nationals of South Africa or non-South African nationals holding a permanent residence permit.

**CLOSING DATE:** 20 September 2018

Interested individuals meeting the above requirements are requested to apply on the WFP Career Website using the following link: http://www1.wfp.org/careers/job-openings. Please search for the position title: Administration Assistant – Travel, Johannesburg, requisition no: 87