



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT NO: SSC – 04/10

Issued on: **6 January, 2010**
Deadline For Application: **20 January, 2010**

| | | | |
|----------------------|---|--------------|-----------------------------|
| POSITION TITLE: | Travel Clerk | GRADE: | G-3 |
| LOCATION: | Budapest, Hungary | DURATION: | Short term: 9 months |
| ORGANIZATIONAL UNIT: | Travel Group, Shared Services Centre | POST NUMBER: | 1 post |
| | | OCC CODE: | 2A01 |

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Travel Operations Officer and the direct supervision of a more senior General Service staff, perform responsible administrative duties in accordance with Organization's policies and procedures related to travel and insurance programmes. In particular, the incumbent will:

- process travel expense claims and travel advances, including verification of travel performed against entitlement according to FAO policies; prepare travel refunds claims for forwarding to the Organization's travel agents and take necessary follow up action;
- process lump sum payments, and, including verification of FAO liability with the official travel agent;
- answer routine queries and supply readily available information from office files, records or computerised databases;
- assist in the verification and reconciliation of accounting records relating to travel transactions;
- make related entries and cross references; make and verify standard calculations related to travel transactions; record and follow up on pending claims;
- as instructed, initiate a variety of actions relating to the work of the office, using FAO's computerised systems where appropriate;
- bring to the attention of the supervisor recurring processing and systems problems;
- assist in the processing of back charges relating to travel advances and expenses;
- make accounting adjustments based on instructions received from divisions;
- perform other duties as required.

QUALIFICATIONS – ESSENTIAL

Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications

Education: Secondary school education supported by specialised courses in accounting

Experience: Two years of experience in accounting related work or equivalent.

Language: Working knowledge of English (level C)

Other: Ability to work accurately and quickly and under pressure. Attention to detail and ability to meet deadlines. Ability to maintain accurate records. Ability to draft, type, format and collate routine correspondence and to write and spell correctly. Ability to organise own work, set priorities and meet deadlines. Initiative in selecting efficient and effective means to complete work assignments. Ability to collaboratively work as a member of a team. Computer literacy and ability to use word processing and other information technology equipment and techniques. Courtesy, tact and ability to establish and maintain effective working relationships with staff members of different national and cultural backgrounds.

QUALIFICATIONS – DESIRABLE

Limited knowledge (level B) of French, Spanish or Arabic.

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

REMUNERATION

Level G-3 carries a net salary per year of 2,868,000 Forints **prior to deduction** of social security contributions. Social security will include participation in the international medical insurance scheme and United Nations Joint Staff Pension Fund.

Please send your application by email, quoting

VA n. SSC – 04/10

E-mail: AFDSH-Vacancies@fao.org

UN FAO Shared Services Centre – Budapest
Kossuth Lajos Tér, 11 – 1055 Budapest

Fax No: 0036 1 3011732

Please note that FAO is a non-smoking environment.