

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

INTERAFRICAN BUREAU FOR ANIMAL RESOURCES
BUREAU INTERAFRICAIN DES RESSOURCES ANIMALES

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TERMS OF REFERENCE
Short-Term Consultancy – Travel Clerk

Background

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 these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of **Travel Clerk** within the Interafrican Bureau for Animal Resources (IBAR), under the Directorate of Rural Development, Blue Economy and Sustainable Environment.

Objective

Under the direct supervision of the Director of AU-IBAR, he/she shall perform tasks to achieve the following objectives

1. Manage and coordinate all travel related matters for AU IBAR staff, AUC delegates and participants,
2. Manage itineraries,
3. Organize hotels,
4. Coordinate visa applications and
5. Manage the IBAR fleet and scheduling of driver assignments

Tasks

The Travel Consultant will undertake the following tasks:

1. Obtain quotations from the travel agent for all travel requests and conduct quotation analysis.
2. Verify bookings using Amadeus Global Distribution System (GDS) and rectify discrepancies.
3. Run Amadeus GDS dedicated Pseudo-City Code (PCC) access with the travel agent.
4. Receive all approved Staff Travel Requests that are processed through ESS.
5. Create Travel Purchase Requisition automatically in the SAP System.
6. Receive all approved Non-Staff Travel Requests with supporting documents.

7. Obtain quotation from the Travel Agent for all Travel Requests.
8. Assisting Finance & other units in budgeting for various meetings and events etc.
9. Create Travel Purchase Order in reference to Travel Requisitions,
10. Submit the approved Original Travel Purchase Order to the Travel Agent.
11. Obtain the Ticket or the PTA from the Travel Agent and deliver the Ticket to the Traveler and the PTA to the Admin Assistants.
12. Receive the invoice from the Travel Agent for each Travel Purchase Order.
13. Create Service Entry sheet for each Travel Purchase Order item based on the Travel Agent Invoice.
14. Park the invoices in reference to service entry sheets.
15. Delete unused Travel Purchase Order from the system if the Travel Agent has not issued the ticket and the invoice OR the Travel Agent has cancelled the ticket and agreed not to send the invoice.
16. In the case of deleting the Travel Purchase Order for PTA, advise the concerned Admin Assistant to delete the Travel Purchase Requisition to remove the commitment from the budget used.
17. Submit unused tickets to the Travel agent for refund.
18. Obtain credit notes from the travel agent and forward them to finance for deduction from the account of the travel agent.
19. Run a report every time to check open Travel Purchase Orders in the system in order to complete the remaining process or to delete them on time to release the budget for other purpose.
20. Assist in preparation of reports, presentations, tables, lists, statistics and diagrams on air tickets expenditures per project.
21. Ensure that the AU-IBAR fleet of cars is well serviced at all times
22. Assign duties to the drivers, checking mileage usage and compliance to set SOPs
23. Perform any other duties as may be assigned by the supervisor

Key Engagements & Relationships Expected Outputs and Deliverables

Internal Relationships		
Who	Frequency	Why
• Other staff	Daily	Daily interactions on travel issues
• Heads of Units,	Daily	Daily on work processes and updates
• Director of AU-IBAR	Monthly	General meeting on unit issues as required
External Relationships		
Who	Frequency	Why

• Travel Unit AUC Addis Ababa	Regularly	Chasing up on travel matters requiring AUC clearance
• Service Provider Agents	Daily	Ticketing matters, refunds

Duty stations

The Travel Consultant will be stationed in AU-IBAR Nairobi, Kenya. Any travel on specific assignments would require the prior approval of AU-IBAR Management

Duration

The effective duration of this assignment is 6 months.

Remuneration

The remuneration for this Consultancy shall be an all-inclusive monthly fee equivalent to GSA 5 Step 5, i.e. US\$ USD 1888.08. The consultant will be responsible for his/her medical and travel insurance cover/s for the duration of the consultancy. Expenses for missions will be covered separately in accordance with the applicable African Union Commission rules and regulations.

Supervision and reporting

The candidate will be under the direct supervision of the Director of AU-IBAR.

REQUIREMENTS:

Academic Qualification

The incumbent should have a

- i. Minimum Diploma in Travel and Tourism Management related courses.
- ii. Must have a Certificate in Global Distribution System (GDS) reservation systems, Preferably in AMADEUS.
- iii. Must have a Foundation Diploma in IATA

Relevant Experience

- i. Should have a minimum of 5 years progressive working experience in travel administration, travel rate construction, routing, and travel reimbursement.
- ii. Working experience in Enterprise Resource Planning (ERP) systems is required, preferably SAP.
- iii. Experience with handling Corporate business travel, arranging travel for large group of meeting participants is desirable.
- iv. Experience in fleet management is an added advantage
- v. At least two years in an international environment.
- vi. 1 year or more of experience in data analytics or related area is desirable.

Skills and competencies

- i. Exhibit high ethical standards of maintaining confidentiality, impartiality and independence
- ii. Sound administrative skills and ability to multi task
- iii. Meticulous attention to detail and ability to maintain accurate records

- iv. Excellent interpersonal and communication skills
- v. Highly developed organizational skills and ability to meet deadlines
- vi. Possess the ability to work well under pressure
- vii. Self-motivated, creative, and a reliable team player
- viii. Ability to work in a multicultural setting
- ix. Possess the ability to use IT tools to enhance any assigned tasks. Proficiency in various MS Office applications (Excel, Word, Power Point) and other IT applications. Working knowledge of SAP System is an asset

Language

Proficiency in any of the AU language; proficiency in English is desirable.

Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women and young African professionals are strongly encouraged to apply.

Evaluation criteria

The applications will be evaluated based on the relevant technical qualifications, experience and competence of the candidates.

Criteria	Scores (%)
Qualifications	30
Relevant Experience	50
Skills and competencies	15
Language	5

Submission of the application

If your career aspirations, qualifications, and experience match the above requirements, please email your application stating **Short-Term Consultancy, Travel Clerk** as the subject to procurement@au-ibar.org

The application should include the following documents:

- Detailed curriculum vitae
- Copies of academic and professional certificates
- Signed declaration on exclusion criteria (format provided in website)
- Copy of identification documents

The deadline for receipt of applications is 23rd August 2024 at 1700h (Nairobi local time)