



VACANCY ANNOUNCEMENT

Associate Travel Officer, P-2 Administration and Operations Division, Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 May 2026 23:59 hrs CET	VA 26/029/A&O	As soon as possible	Two years with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is located in the Travel team as part of the Procurement, Travel and General Services subdivision of the Administration and Operations Division (A&O). The Travel team is accountable for arranging and processing all travel of participants to sessions and meetings; arranging for and processing all travel of staff to sessions; supporting divisions with other official travel of staff and arranging for UN Laissez-Passers and visas for staff.

Reporting to the Chief, Procurement, Travel and General Services unit (P-4), the incumbent is responsible for the administration and coordination of secretariat travel activities and the provision of all official travel in accordance with the approved policies and guidelines, in particular:

- Advising on travel processes and proposing new ways to increase efficiency and enhance quality of service;
- Liaising with divisions and meeting participants on travel related issues; addressing concerns speedily and effectively;
- Leading and supervising the Travel team, ensuring effective and efficient working practices that respond to the needs of travel clients.

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

1. Administration of travel

- Participates, in the specification of requirements in collaboration with other UN agencies, as appropriate, for the selection, contract administration and performance evaluation of travel management services provider(s), to ensure efficiency in meeting the needs of the secretariat and other UN agencies;
- Liaises with divisions to forecast and establish service requirements for all official travel, identify priorities, and schedule work and appropriate work flows between divisions and the travel team;
- Organizes arrangements for hotel bookings, visas and vaccination requirements for staff



attending sessions of Conferences of the Parties, subsidiary bodies, other constituted bodies and travelling on any other mission; obtains approval for special or ad-hoc DSA rates.

- Oversees the work of Travel Assistants providing guidance to and personally advising senior staff and official travellers on travel issues; including the resolution of complex problems and emergencies;
- Oversees complex travel arrangements; analyses complex itineraries and quotations for most advantageous rates, advises on most effective travel arrangements;
- Takes responsibility for liaising and coordinating with airline representatives and the travel management services provider(s) to negotiate group discounts, reduced fares, space on flights, reduced excess baggage charges, etc., and with consulates and immigration authorities to facilitate unusual visa arrangements and/or laissez-passer exemptions;
- Establishes logistical agreements with UNDP country offices and with administrative representatives of governments hosting conferences, workshops and other meetings to establish local travel support during the COP and other meetings; coordinate with the Financial Resources Management Unit in initiating and implementing agreements for the disbursement of DSA at meeting venues;
- Ensures that outstanding travel obligations are closed in a timely manner.
- Develops and negotiates cost sharing agreements with third parties.
- Oversees and provides guidance in the calculations and follow up on reimbursements on claims for the residual values of partially or completely unused tickets in case of re-routing;
- Drafts a variety of reports and correspondence and documents on travel-related issues; oversees the maintenance of databases, records and correspondence.
- Uses data analytics and Umoja BI to support, monitor and improve effective and efficient travel services that respond to the needs of travel clients.

2. Travel Team Leader

- Provides technical guidance and administrative supervision to Travel Assistants within the Travel team including developing annual work plans, monitoring and evaluating performance, planning and monitoring the team's work flows on a day-to-day basis, including the distribution of work and its review for accuracy and correct application of rules and regulations;
- Oversees the booking and purchase of tickets for official travel, verifies and approves travel authorisations and verifies and supervises the processing of invoices for payment from travel agent, UNDP and others against the terms of contract and actual services rendered.

3. Policies and Procedures

- Ensures compliance with the approved travel policy, rules and regulations and/or guidelines, monitors requests for exceptions, and identifies gaps or problem areas for review; revision of policies or guidelines, and recommends new ideas to enhance the responsiveness of travel services;
- Proposes changes to practices intended to increase efficiencies and minimise risk, including proposing changes in policies and guidelines, as appropriate and where permissible;
- Plans and conducts in-house travel briefings and training to staff, ensuring any updates or modifications are communicated in a clear and timely manner;
- Recommends ways to reduce carbon emissions from official travel including the use of innovative but cost-effective modes of transportation.

4. Perform any other job-related activity required to meet the mandate, goals and objectives of the Unit, the programme and the secretariat.



Competencies:

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business administration, public administration, economics, law or other relevant field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Specialized training and/or certification in travel management is highly desirable.

Experience:

Required: A minimum of two years of progressively responsible experience in travel management, including experience in an international organization. Experience supervising and leading a team is required. Experience in managing relations with service providers, partner organizations and clients is required. Experience in overseeing complex travel arrangements, including interpretation of travel policy, resolution of exceptional cases, and provision of advisory services to senior officials, is highly desirable. Experience with data analytics and business intelligence is an asset.

Language skills:

Required: Fluency in English both oral and written is required. Knowledge of another UN official language is desirable.



What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary and allowances:
US\$ 56,046
plus variable post adjustment, currently 38.3% of net salary,
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
