



UNITED NATIONS  
UNIVERSITY

## LOCAL RECRUITMENT Helsinki, Finland

### VACANCY ANNOUNCEMENT TRAVEL ASSISTANT Individual Contractor Agreement

**Organizational unit:** United Nations University World Institute for Development Economics Research (UNU-WIDER)

**Reference number:** 2016/ UNU/WIDER/TA

**Closing date:** 13 April 2016, 23:59 EET

#### United Nations University objectives

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity-building, to solutions to the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit [www.unu.edu](http://www.unu.edu).

#### United Nations University World Institute for Development Economics Research (UNU-WIDER)

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as freely available original research.

UNU-WIDER is looking for an outstanding individual with strong commitment and potential to support the Project Support Team of the Institute. For more information on UNU-WIDER and its work programme, please visit [www.wider.unu.edu](http://www.wider.unu.edu).

#### Responsibilities

Under the overall supervision of the Chief, Administrative and Support Services the Travel Assistant will perform a variety of administrative duties:

- Assists with travel requests for personnel and meeting participants;
- Provides information on rates and travel schedules for specific itineraries;
- Liaises with travellers, purchases air tickets in accordance with UN travel rules and UNU travel guideline;
- Calculation of Daily Subsistence Allowance (DSA) payments;

- Prepares travel authorizations;
- Co-ordinates with embassies to assist travellers obtain visas;
- Assist in resolving cases with changes/cancellations/problems;
- Reviews travel claims and supporting documentation for completeness, accuracy, validity and conformity with UN Regulations and Rules;
- Collects data on travel for reporting purposes;
- Other duties as requested by the Supervisor.

### **Required qualifications and experience**

- High School diploma and be enrolled or have completed a Degree Programme in Hospitality, Tourism and Experience Management;
- Working knowledge and experience in the use of MS Office such as Excel, Access and Word;
- Excellent communication skills with fluency in both oral and written English. Knowledge of other United Nations official languages and Finnish is an asset;
- Diplomacy, aptitude and accuracy in detail work are essential;
- Ability to work under minimal supervision and with high level of resilience;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- Excellent team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Remuneration**

The remuneration is based on an hourly rate of EUR 15 for actual hours worked.

### **Duration of contract**

Full time work (37.5h/week) will be performed at UNU-WIDER premises. The contract period will be ideally three (3) to five (5) months. General conditions of contracts for the service of individual contractors apply.

This is a locally-recruited position and no relocation allowance applies. The post is limited to a person residing in Finland including persons holding a valid work permit. The successful candidate will be employed under a local contract and will not hold international civil service status nor be a 'staff member' as defined in the UN Staff Rules and Regulations.

This contract carries no entitlement to paid annual leave or sick leave.

**Starting date:** As soon as possible.

### **Application procedure**

Interested applicants should submit their applications online using this [form](#) and must upload the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- An up-to-date CV;
- A copy of highest educational degree obtained.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8).