



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a unique and innovative programme of the New Partnership for Africa's development. It is an instrument voluntarily acceded to by member states of the African Union as an African-based monitoring mechanism. The primary purpose of the APRM is to foster the adoption of policies, standards and practices that lead to human security and political stability, high economic growth, sustainable development, and accelerated sub-regional and continental economic integration.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The offices of the APRM Secretariat are located in Midrand, Johannesburg, South Africa

The African Peer Review Mechanism invites applicants who are citizens of African Union Member States for the post of **Travel Officer**.

A. Post

Job Title: Travel Officer
Position Level: P1
Duty Station: APRM Secretariat, Midrand,
Johannesburg, South Africa
Supervisor: Head of Corporate Services

B. KEY PERFORMANCE AREAS

Under the supervision of the Corporate Services of the African Peer Review Mechanism or his/her delegate, the Travel Officer's overall responsibility will be to find solutions on strategic issues of the Travel Unit with a major role of improving the customer service levels and ensuring the successful delivery of travel services for the APRM Secretariat.

Specifically, the incumbent will:

1. Process of tickets for APRM Staff and Delegates attending meetings, and Miscellaneous Charges Orders (MCOs).
2. Initiate and execute travel contracts and monitor their management aspects in order to ensure compliance.
3. Prepare and submit monthly reports relating to travel activities.
4. Prepare periodic reports relating to travel.
5. Maintain an efficient record of all PTAs (Delegates Air tickets) sent out.

6. Assist in the verification of all invoices submitted by travel agencies or airlines before they are sent for payment.
7. Assist in initiating the communication between airlines and the Secretariat through correspondences with the airlines on matters concerning business relations between the Secretariat and suppliers of air travel services.
8. Periodically, assist in the processing of travel requests and purchase orders.
9. Ensure timely settlement of invoices upon reconciliation of the accounts of the travel agencies and airlines.
10. Liaise with Finance Division on the payments of travel services rendered to the Secretariat.
11. Perform other related duties as may be assigned.

Job requirements

Required Skills and Competencies

- i. Extensive knowledge of procedures and international standards for the purchase of goods and services.
- ii. Knowledge of Global Distribution Systems particularly Amadeus.
- iii. Knowledge of SAP MM module.
- iv. Knowledge of IATA Rules and Regulations.
- v. Excellent negotiation skills.
- vi. Excellent oral, writing and editing skills.
- vii. High level of accuracy, attention to detail and thoroughness.
- viii. Ability to work under minimal supervision, be proactive, initiative and with sound judgment.
- ix. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energetic.
- x. Ability to leverage limited resources and staff for maximum impact.
- xi. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- xii. Creative thinking, problem solving, communication and interpersonal skills.
- xiii. Maintain confidentiality at the highest level at all times.
- xiv. Sound analytical skills.
- xv. Excellent interpersonal skills.
- xvi. Ability to work in a multi-cultural and multi-national environment.

C. Education and Experience: Candidates must have a minimum of a Bachelor's degree in Hospitality and Travel, Business Administration, Management, Accounting or any related field. IATA Certification will be an added advantage. Candidates must have a minimum of two (2) years of progressive professional experience in procurement and/or travel management i.e ticketing and airline sales in a busy environment within the public sector, multilateral institutions, and international non-governmental or similar organizations nationally, regionally and / or internationally.

D. Other relevant skills:

- i. Experience in planning and implementation of travel in a busy environment. Proven ability in identification and planning for future needs as well as dissemination of best practices.
- ii. Working knowledge of international procurement standards and procedures.
- iii. Experience in managing suppliers and contract relationships.
- iv. Proven track record of successfully managing risk in a procurement environment.
- v. Excellent computer skills (e.g., MS Word, Excel, Power Point, Access) and experience with an Accounting Software or ERP system.

- E. Language requirement:** Excellent English and / or French (spoken and written) and fluency in any other AU language would be an added advantage.
- F. Tenure of Appointment:** The appointment will be made on an AU short term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period.
- G. Gender Mainstreaming:** The African Peer Review Mechanism is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.
- H. Application:** To apply, please submit the following:
- a. A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
 - b. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
 - c. Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
 - d. Certified copies of degrees and diplomas.
- I. Remuneration:** Indicative basic salary of **US\$27,311.00** per annum plus other entitlements e.g. Post Adjustment (57% of basic salary), Housing allowance (\$21,196.80 per annum), Gratuity (15% of gross salary) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.
- J. Applications** must be received not later than **Tuesday, 21 November 2017** and should be addressed to:

Applications must be sent to: recruitment@aprm-au.org, quoting the job title "**Travel Officer**" on the email subject line.