



<b>Job Title and Level:</b>	Travel Assistant (G-5)
<b>Vacancy Announcement No:</b>	2019EE-RE
<b>Deadline for Applications:</b>	03.06.2012
<b>Organizational Unit :</b>	General Services Section, Registry
<b>Duty Station :</b>	The Hague
<b>Type of Appointment:</b>	Established Post
<b>Post number :</b>	6945
<b>Minimum Net Annual Salary (Single Rate) (EURO) :</b>	€ 37,691

#### *Contract Duration*

One year with possibility of extension (six months probationary period)

A roster of suitable candidates may be established for this particular profile as a result of this selection process for both fixed-term established and general temporary assistance posts.

#### *Duties & Responsibilities*

Under the general supervision of the Logistics and Transport Officer and immediate supervision of the Travel Supervisor, the incumbent is responsible for the following :

Travel:

1. Prepare and process Travel Authorizations, review travel requests to ensure travel is properly authorized in accordance with the ICC rules, policies and procedures and determine travel entitlements and fares;
2. Calculate and select the most economical fares/routes/modes of travel and recommend alternate itineraries to the traveller in order to ensure that travel costs are kept to a minimum;
3. Book flights, hotel reservations, car rentals, train tickets, ferry tickets etc;
4. Maintain files on all Travel Authorizations processed;
5. Provide cost estimates and flight itineraries;
6. Guarantee a quick implementation of service requests.

Relocation:

1. Provide advice and assistance to staff members, respond to general inquiries and arrange removal of personal effects according to applicable entitlement;
2. Maintain logbooks and files on insurance applications and personal files with all correspondence related to shipments.

Visa and Privileges:

1. Prepare all relevant documentation required for the issuance of visas for staff for official travel;
2. Liaise with the Dutch Ministry of Foreign Affairs (MFA) and the Dutch Embassies/Consulates abroad to obtain entry visas for the Netherlands;
3. Prepare applications for issuance, extension and renewal of travel documents, update database and distribute



residence permits upon receipt;

4. Determine privileges in accordance with applicable guidelines and assist staff in this area;

5. Perform other duties assigned by the supervisor.

#### *Essential Qualifications*

1. Completion of secondary school;

2. Minimum six years of travel administration or related field, some of which should be at a senior level; experience in dealing with travel-related matters in an international organisation would be an asset;

3. Fully proficient computer skills; use of relevant software (Excel, Word) and travel-related system such as GALILEO is essential;

4. Strong client-service orientation and ability to defuse potentially conflictual situations;

5. Solid written and spoken communications skills, including the ability to draft texts and to articulate ideas in a clear, concise manner.

#### KNOWLEDGE OF LANGUAGES

Fluency in either of the working languages of the Court, English or French, is essential. Working knowledge of the other is desirable. Knowledge of another official language of the Court would be considered an asset.

(Arabic, Chinese, Russian, Spanish). Knowledge of Dutch would be considered an advantage.

#### **General Information**

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check;

- Applicants may check the status of vacancies on ICC E-Recruitment web-site;

- Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;

- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;

- Applications from female candidates are particularly encouraged;

- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;

- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.

- The International Criminal Court is a member organization of the Inter-Organization Mobility Accord and is interested in secondment of staff from organizations of the United Nations Common System.