

TRAVEL ASSISTANT

DUTY STATION: Sarajevo

CONTRACT TYPE: National

GRADE: 5

PURPOSE AND SCOPE OF POSITION

Under the supervision of the Travel Officer, the Travel Assistant is responsible to support the Travel Officer in providing a travel and accommodation service for OHR staff, for both business and private trips. Duties include, but are not necessarily limited to the following:

DUTIES AND RESPONSIBILITIES

- Consult with and advise staff on their business and private trips, either by e-mail, phone or in person
- Be proactive in offering as many options for travel as possible, including alternative itineraries to suit travellers
- Where possible, use internet sales to secure competitive flight or hotel deals
- Ensure advertising literature is regularly updated and displayed within OHR offices
- Act as an information provider on accommodation, transport and places of interest, obtaining guides, brochures and maps where requested or possible
- Make reservations and confirmations for accommodation, transport and tours, within BiH and internationally
- Assist staff and others in preparing required OHR

documentation and forms for travel. (DTRs, travel itineraries, etc)

- Coordinate the issuing of tickets, organizing transport to collect tickets from airline companies or travel agencies, or driving to collect tickets if they cannot be delivered
- Advise and assist the public with their visas, passports, insurance, vaccinations and other travel-related documents, in a proactive and customer-friendly manner
- Prepare itineraries that indicate points of interest, restaurants, overnight accommodations and availability of services during trip.
- Provide a support service to OHR staff looking for private accommodation or other facilities in Sarajevo and elsewhere in BiH
- Perform general administration duties (monthly reports, manage/prepare/control monthly bills, statistics, etc)
- Assist Finance Division in all matters concerning travel costs
- Operate within OHR's travel procedures for all business related travel.

PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

- Excellent command of written and spoken English
- Extremely customer friendly approach, with a persistence to deliver excellent service consistently
- At least 1 years experience in the travel industry, including ticketing experience
- Excellent knowledge of tourism within the region, and

a proactive approach to organising individual and group trips on behalf of customers

- Ability to work with national and international staff and suppliers
- Sound understanding of Internet sales, preferably with experience of internet travel purchasing
- Ability to maintain accurate and comprehensive records
- Clean, valid driving licence.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
application@ohr.int

E-mail:

Reference number: 2005/038 must be quoted
Closing date for applications: 03 March 2005

Only short-listed candidates will be contacted
No telephone inquiries please