



<https://jobs.eagmark.net/job/associate-travel-officer/>

Description

Established in 2006, AGRA is an African-led and Africa-based institution that puts smallholder farmers at the center of the continent's growing economy by transforming agriculture from a solitary struggle to survive into farming as a business that thrives. Together with our partners, we are working to sustainably grow Africa's food systems.

AGRA strengthens seed systems, develops, and promotes sustainable farming practices, helps unlock trade and markets, and supports governments who lead their countries' development. We work with farmers to adapt to climate change, increase soil health, and protect the environment. AGRA believes deeply in the urgency of reducing the inequality that women face in agriculture, and to unlocking the power and innovation of youth.

To support the successful delivery of this transformation, AGRA is seeking to recruit an experienced and exceptional individual to the role of an experienced **Associate Travel Officer**.

The role will be based in **Nairobi, Kenya**

Why AGRA?

At AGRA we believe Agriculture is the single greatest opportunity to deliver inclusive economic growth, jobs, and health to the African continent. An alliance led by Africans with roots in farming communities across the continent combined with an inclusive and diverse workforce from 24 nationalities. Our values of (**I-RISE**; Integrity, Respect, Innovation, Stewardship and Equity.) espouse our commitment to a call to action to go beyond ourselves as we arise and transform Africa's Agriculture.

When you join us, we present you with intellectually stimulating assignments and structured career advancement with 30% of open roles being filled internally through promotions and transfers, and a Leadership commitment for this ratio to increase. This is after setting you up for success with a World Class Onboarding for new hires where a bespoke induction trains on all aspects of the role that you will need to succeed. You will gain a full understanding of our lofty ambitions to transform African agriculture, and how you can contribute to an amazing employee experience.

We are looking for people who are passionate about Africa, curious and collaborative to join our innovative, growing, and multidisciplinary team.

For more information on AGRA, applicants can visit www.agra.org

The Position Summary

Reporting to the Protocol and Travel Officer, the Associate Travel Officer will be responsible for coordinating Travel Management at AGRA. He / She will ensure efficient travel through coordination of outsourced travel implants, enforce the AGRA policies that touch on travel and will assist staff with end-to-end travel

**Associate
Officer** **Travel**

Hiring organization

Alliance for a Green Revolution in Africa (AGRA)

Employment Type

Full-time

Industry

Agriculture

Job Location

Nairobi, Kenya

Valid through

31.03.2023

services. He/She will be responsible for office event planning working closely with the relevant stakeholders.

Responsibilities

Travel:

- Supervise authorized AGRA travel implants, to co-ordinate in-house travel in line with AGRA's Travel Policy and Safety & Security Policy
- Process travel authorizations, confirms travel budgets and provides relevant guidance for travel approvals.
- Manage staff and visitors' hotel and transfer bookings.
- Work with travel implants to provide guidance on travel insurance.
- Alongside line manager, negotiate for travel service discounts and service level agreements with travel vendors.
- Ensure staff have valid travel insurance as per travel policy.
- PerDiem management in accordance with AGRA donor rules and regulations.
- Prepare travel Purchase Orders on the oracle travel system for verification and signatures.
- Travel invoice management ensuring weekly receipt and recording into the financial system.
- Reconcile all Travel Authorizations (TAs), Travel Expense Claims (TECs) for compliance
- Review travel claims and supporting documentation for completeness and accuracy, get authorization from relevant supervisors and forward to Finance for payment.
- Follow up outstanding Travel Expenses Claims s as per policy and submit to Finance for processing.
- Manage travel planning on Oracle.
- Follow for delivery of travel SLA with approved Travel suppliers and ensuring monthly travel reconciliation meetings are held with relevant vendors.
- Provide monthly travel reporting.
- Travel services troubleshooting for effective and efficient service delivery.

General Administration:

- Ensure proper filing both electronically & manually.
- Work with Human resource & Administration team to ensure corporate events are well organized.
- Guide staff on travel administrative procedures to ensure document completeness.

Travel Security:

- Responsible for maintaining an up-to-date database tracking the travel movement of staff as an essential communication tool for the coordination of the team and safety.
- Coordinate field mission plans for all travelers.
- Initiate and manage the online safety travel tool.

Training

- Coordinate travel induction training for new staff.
- Increase awareness about different stakeholders' responsibilities around travel at AGRA by providing regular trainings and publishing regular reports, sharing statistics, and providing timely and quality information in line with

industry standards.

- Conducts 1:1 travel refresher training for staff as required.

Events Coordination:

- Coordinate ticketing and accommodation requests for the AGRA food summit.
- Work with AGRA Food Summit team to ensure all AGRF logistical request comply with AGRA Travel policy and Procedures.
- Manage AGRA VIPs during the forum ensuring all their travel requests timely met.
- Work with relevant units to plan for group events e.g., conferences & symposiums.
- Conducts 1:1 travel refresher training for staff as required.

Qualifications

- Relevant Bachelor's degree or equivalent in administration, finance or social sciences or related qualification
- At least 5 years' working experience in a busy travel desk.
- Three years' experience in an international NGO.
- Experience with supervising and managing travel staff.
- Travel training with relevant certification.
- Computer proficiency and familiarity with a range of software applications.
- Demonstrated knowledge of Oracle Travel module.
- Knowledge of USAID Travel Rates and their application.
- Experience with travel security planning and tracking.

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