



**Job Description**

<b>Position Title</b>	Manager - Travel
<b>Department</b>	General Administration Department
<b>Reporting To</b>	Head of Procurement, Contracts and General Administration
<b>Type of Position</b>	Regular

**POSITION DESCRIPTION**

The incumbent is able to craft smart travel solutions and monitor traveling activity and programs. S/he will be the go-to person for any relevant matter from the pre-requisites of travel (visa, validity of travel credentials etc.)/ booking tickets to reconciling expenses to ensure travelling with efficiency, safety and care. The incumbent should be sound operationally and strategic from the perspective of development and implementation of best practices in terms of travel related policies and procedures.

**DUTIES AND RESPONSIBILITIES**

- Develop and propose travel solutions and programs for executives and official travels separately.
- Handle and oversee all inbound and outbound travel arrangements (visa, air, lodgings etc.) and operations.
- Develop and execute protocol programs for executives, board members and official guests.
- Manage relationships with travel agencies, vendors and government authorities.
- Negotiate contracts or rates with travel service providers
- Provide advice and process travel, insurance, visa and immigration documents etc.
- Handle credit card programs and charges
- Process T&E reports, vendors payments and handle reimbursements
- Ensure compliance in all aspects of travel procedures
- Drive continuous improvement of travel programs.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>✓ Preferably a Masters' degree</li> <li>✓ Minimum Bachelors' degree</li> <li>✓ Certification in GDS</li> <li>✓ Reservation &amp; Ticketing in IATA/UFTA certification would be preferred.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ Proven experience as travel manager (at least 5 years)</li> </ul>

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Excellent communication (oral and written) and negotiation skills	High
2.	An analytical mind with strong business acumen	High
3.	Knowledge of international travel regulations	High
4.	Ability to work independently	High
5.	Organizational skills	High
6.	Time management skills	High
7.	Relationship building skills	High

Revision Date		Version	
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