



REF: CL/PAPU/GS/CRL/AF/H/0245

DATE: 11 DEC 2019

To: All PAPU Member States

Dear Sir/Madam,

Subject: Notice of vacancy for positions of Secretary General and Assistant Secretary General of the Pan African Postal Union (PAPU)

The General Secretariat of the Pan African Postal Union (PAPU) presents its compliments and has the honour to inform you that the election of the Secretary General and Assistant Secretary General of the Union will be one of the key highlights of the 10th Ordinary Session of the PAPU Plenipotentiary Conference slated for 18th to 19th June 2020 in Victoria Falls, Zimbabwe.

Pursuant to Article 15 (3) of the Detailed Regulations of the Convention, *"Six months before each ordinary session of the Conference, the General Secretariat shall send out calls for applications for the positions of Secretary-General and Assistant Secretary General of the Union to all Member-States, inviting them to submit applications for their nationals within a time-limit of 3 months from the date of the publication of the vacancies."*

In this respect, interested Member States are therefore requested to ensure that the applications of their candidates should reach the General Secretariat at the address below on or before 11th March, 2020, the stamp indicating the exact date of arrival at the General Secretariat:

PAN AFRICAN POSTAL UNION
Plot III, Block Z – Golf Course, Sekei,
23000 ARUSHA, TANZANIA

The application file containing the candidate's application letter, his curriculum vitae, a duly completed personal history form (**Annex 1**), a medical certificate (**Annex 2**), certified true copies of academic and professional qualifications, a copy of the applicant's police clearance (attesting that the candidate has never been convicted) and two passport-size photographs should be sent by the competent Authority of the applicant's country of origin to the General Secretariat.

For information purposes, the job description, candidate profiles, and terms and conditions of service are equally forwarded herewith as **Annexes 3, 4 and 5** respectively.

As a reminder, I would like to underscore that the current elected officers, namely Messrs. Younouss Djibrine of Cameroon and Kolawole Raheem Aduloju of Nigeria (Secretary General and Assistant Secretary General respectively), are serving their **second and final term**.

Pursuant to the relevant provisions of Article 13 (2) of the Convention neither of them can reapply for either post.

Please accept the assurances of my highest considerations.

Younouss Djibrine
Secretary General





PAN AFRICAN POSTAL UNION
General Secretariat

ANNEX 1
to Letter No. PAPU/CL/GS/GR/AF/H/ **OL 5**

Passport-size
photograph

APPLICATION FOR ELECTIVE POSITION

PERSONAL HISTORY FORM

Take note Kindly respond to each question clearly and completely in block letters and provide all information requested.	Do not write in this space Date of receipt:
--	---

Member State/Postal Administration of origin	
--	--

Applying for position of	
--------------------------	--

1. PERSONAL INFORMATION

Name of applicant	Nationality	Date of birth
Current job title	Marital status	Number of children
	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Names and Ages of children 1. 2. 3. 4.
Contact address		

2. EDUCATION – (kindly attach certified copies of qualifications)

2.1 University background/ Higher education				
University name and country	Years of study		Qualifications obtained	Specialization
	From	To		

PERSONAL HISTORY FORM

--	--	--	--	--

2.2. Other relevant training courses

Indicate any other training courses taken in your area of specialization.

Training institution name and country	Duration		Qualifications obtained	Specialization
	From	To		

3. LANGUAGE PROFICIENCY – Tick the appropriate box to indicate your proficiency level

Proficiency level

Very good: Highly proficient in speaking, writing and reading the language
 Good: Able to converse with ease, and read and write complex documents
 Basic: Able to hold a simple conversation

French	English	Other AU language*	Other AU language*
Read <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Read <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Read <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Read <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
Write <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Write <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Write <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Write <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
Speak <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Speak <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Speak <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Speak <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
Understand <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Understand <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Understand <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic	Understand <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
		*Specify the AU language (Arabic, Spanish, Portuguese or any other official African language)	*Specify the AU language (Arabic, Spanish, Portuguese or any other official African language)

4. WORK EXPERIENCE

Starting with your current job, indicate in reverse chronological order all positions you have held, highlighting any outstanding experience that may be relevant in assessing your suitability for the vacancy.
 State each position on a separate line and add extra sheets if necessary.

4.1 Current or last job

Name and address of employer:

Job title:

Period and hierarchical status of job:

Dates		Job description
From	To	

4.2 Other jobs held, starting from the most recent one (For each job, provide the information requested below separately on tables or extra sheets)

Name and address of employer if different from those mentioned above:

Job title:

Period and hierarchical status of job:

Dates		Job description
From	To	

5. ADDITIONAL INFORMATION

Indicate any other relevant assets (skills, knowledge, etc...) that may be relevant to your application.

6. SIGNATURE

6.1 Candidate:

I hereby certify that the foregoing information is true and accurate.

Date and place:

Signature:

6.2 Supervisory authority:

Signatory's full names and title

Date and place:

Signature

Official stamp



PAN AFRICAN POSTAL UNION
General Secretariat

ANNEX 2 to Letter No. PAPU/CL/GS/CRL/AF/HR/2015

APPLICATION FOR ELECTIVE POSITION

MEDICAL EXAMINATION REPORT

DATE:/...../.....

MR./MRS.MS./NAME:

DATE OF BIRTH:

SEX:

FAMILY MEDICAL HISTORY:

PERSONAL MEDICAL HISTORY:

- (a) HEREDITARY OR CONGENITAL CONDITIONS
- (b) SERIOUS OR CHRONIC DISEASES.....
- (c) ACCIDENTS.....
- (d) SURGICAL OPERATIONS.....
- (e) HOSPITALIZATIONS.....
- (f) WEIGHT CHANGES IN THE PAST YEAR.....
- (g) SKIN INFECTIONS.....

CURRENT CONDITION:

- (1) **GENERAL CONDITION**.....
..... HEIGHT
- WEIGHT..... SKIN.....
- (2) **DIGESTIVE SYSTEM**
TEETH TONGUE
- ABDOMEN
- LIVER SPLEEN
- HERNIA RECTAL EXAMINATION
- (3) **CIRCULATORY SYSTEM**
PULSE BLOOD PRESSURE
- AUSCULTATION.....
- APEX BEAT VESSELS.....
- (4) **RESPIRATORY SYSTEM**
NOSE THROAT

MEDICAL EXAMINATION REPORT

CHEST
AUSCULTATION.....

(5) AUDITORY SYSTEM

EARS.....

HEARING	EARDRUMS
---------	----------

RIGHT
LEFT

(6) VISION

EYES.....
ACUITY (CORRECTED) (UNCORRECTED).....
FIELD..... COLOUR

(7) UROGENITAL SYSTEM

GENITALIA KIDNEYS
FOR WOMEN – LMP PARA.....
P.V. BREASTS.....
PAP SMEAR IF POSSIBLE.....

(8) LOCOMOTOR SYSTEM

LIMBS
GAIT DEFORMITY

(9) NERVOUS SYSTEM

TEMPERAMENT.....
MENTAL STATE
CRANIAL NERVES
SUPERFICIAL REFLEXES
MEDICAL WORK-UP (PROVIDE ALL FILMS AND REPORTS)

CHEST X-RAY
ELECTROCARDIOGRAM
STOOL EXAMINATION
URINALYSIS
BLOOD

HAEMOGRAM
SEROLOGY (KHAN/VORL)
BIOCHEMICAL TESTS (LIVER/KIDNEY FUNCTION TESTS, URIC ACID, BLOOD, SUGAR, ETC...)

.....
HAEMOGLOBIN ELECTROPHORESIS

(11) OTHER CONDITIONS (if any)

.....
.....
.....

(12) MEDICAL OPINION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I HAVE EXAMINED

MR./MRS./MS. AND FOUND HIM/HER MEDICALLY FIT
FOR EMPLOYMENT. HE/SHE IS CURRENTLY ON / NOT ON TREATMENT (SPECIFY IF ANY)

.....
.....

DATE / /

OFFICIAL STAMP

PHYSICIAN'S SIGNATURE

PHYSICIAN'S NAME

JOB DESCRIPTION

I- JOB DESCRIPTION OF SECRETARY GENERAL

A/ JOB MISSION

In his/her capacity as the Chief executive and legal representative of the Pan African Postal Union, the Secretary General manages the activities of the Union with a high sense of imagination, efficiency and thriftiness in order to achieve the objectives outlined in Article 9 of the Convention of the Union.

He reports to the Plenipotentiary Conference and the Administrative Council of the Union.

B/ FUNCTIONS OF THE SECRETARY GENERAL

The Secretary General:

1. Ensures the achievement of the objectives of the Union as set out in Article 9 of the Convention;
2. Prepares the agenda, convene all meetings and provide secretarial services;
3. Is responsible for keeping all the documents and archives of the Union;
4. Prepares the draft programme of activities and Budget of the Union for the quadrennial period and submit them for approval by the Conference;
5. Prepares the draft annual programme of activities and budget of the Union and submit them for approval by the Council;
6. Presents the Union's audited accounts for the previous financial year for approval by the Council;
7. Attends all meetings of the Conference and the Council;
8. Attends or be represented at Administrative and Technical Committee meetings, and seminars of the Union;
9. Attends or be represented, whenever possible, at meetings and conferences to which the Union is invited;
10. Appoints other staff members of the General Secretariat in consultation with the Council;
11. Informs Member States of any accession or denunciation of the Convention;
12. Where he/she deems it necessary, engages experts to carry out specific studies approved by the Council;

13. Publishes information periodically on developments in the field of postal services;
14. Ensures implementation of decisions by the Conference and the Council;
15. In consultation with Member States, takes necessary measures to implement the various programmes approved by the Union;
16. Presents to the Plenipotentiary Conference a report on the activities of the General Secretariat since the previous Plenipotentiary Conference;
17. Presents to the Administrative Council an annual report on the activities of the General Secretariat between the two sessions;
18. Under the supervision of the Council, negotiates provisional agreements with other organizations;
19. Create and update a database of postal activities of Member States and Associate Members;
20. Perform any other duties assigned to the General Secretariat by the Conference or the Council.

II- JOB DESCRIPTION OF ASSISTANT SECRETARY GENERAL

1. The Assistant Secretary General assists the Secretary General in achieving the objectives outlined in Article 9 of the Convention of the Union;
2. In case of absence or incapacity of the Secretary General, the Assistant Secretary General shall exercise the powers of the latter. The same applies in case of vacancy of the post of Secretary General, in accordance with the provisions of Article 15.1 (1.1) of the Detailed Regulations of the Convention;
3. The Assistant Secretary General reports to the Secretary General.

QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS OF CANDIDATES FOR ELECTIVE POSITIONS

I- BASIC REQUIREMENTS

Candidates for the positions of Secretary General and Assistant Secretary General must meet the following eligibility requirements:

1. Hail from a Member State that has fully met its financial obligations to the Union, including for the current financial year (2019-2020);
2. Have their application filed by the Member State;
3. Been put on unpaid leave from duty three (3) months prior to the election date, where he/she is a permanent staff member of the Union, until the end of the elections;
4. Be at least thirty-five (35) years old and not more than sixty-five (65) years old;
5. Be declared medically fit to hold the position by a physician;
6. Hold at least a first degree or an equivalent qualification;
7. Speak and write fluently at least one of the two working languages of the Union (French or English);
8. Must have served for at least ten (10) years in the postal sector, including five (5) in a management position;
9. Must not have been prosecuted or found guilty of any criminal offense.

II- OTHER CONSIDERATIONS

Geographical and linguistic distribution of posts

In line with Article 15, paragraph 5 of the Detailed Regulations of the Convention, the following criteria shall be taken into account in the elections of the Secretary General and the Assistant Secretary General of the Union:

NB: In all cases, the dominant consideration is to ensure the best professional and moral qualifications to the Union.

TERMS AND CONDITIONS OF SERVICE

I- TERMS AND CONDITIONS OF SERVICE OF THE SECRETARY GENERAL

The terms and conditions of service of the Secretary General shall be set out as follows:

1. Mandate : The Secretary-General shall be elected by the Conference for a four-year term. He/she shall assume duty at a date set by the Conference following the election.
2. Basic salary : US\$63,240 per annum
3. Entertainment allowance: US\$750 per annum
4. Household staff : The Union shall pay allowance based on GSB 3 step 5 for three domestic staff, namely one butler, one cook and one cleaner.
5. Post Adjustment Allowance: Paid at rate set by AU for the host country, pursuant to Rule 47, paragraph 4 of the Staff Rules and Regulations
6. Education allowance : US\$5,000.00 per annum per eligible child duly enrolled in school up to a maximum of 4 children. Payment of this allowance ceases once the child reaches the age of 23.
7. Family allowances
 - Spouse : 5% of basic salary for non-gainfully employed spouse
 - Children: US\$200.00 per child per annum up to a maximum of four (4) children. Payment of this allowance ceases once the child reaches the age of 21.
8. Official residence : The Union may provide a fully-furnished house and pay bills for water, electricity, telephone, security and gardening services or pay housing allowance as may be approved by the Plenipotentiary Conference.
9. Official Vehicle : The Union may provide one official chauffeur-driven vehicle or equivalent cash incentive as may be approved by the Plenipotentiary Conference.
10. Gratuity : A gratuity of twenty percent (20%) of the basic annual salary shall be fully paid upon termination of service.
11. Annual leave : Twenty-eight (28) working days per year of service. Any untaken leave at the time of termination of service shall be forfeited and cannot be converted into cash.
12. Travel : The Secretary General and his/her eligible dependents shall travel business Class, subject to any other conditions that may be imposed by the Plenipotentiary Conference.

II- TERMS AND CONDITIONS OF SERVICE OF THE ASSISTANT SECRETARY GENERAL

1. Mandate : The Assistant Secretary-General shall be elected by the Conference for a four-year term. He/she shall assume duty at a date set by the Conference following the election.
2. Basic salary : US\$52,699.00 per annum
3. Entertainment allowance: US\$600 per annum
4. Household staff : The Union shall pay allowance based on GSB 3 step 5 for two domestic staff, namely one cook and one cleaner.
5. Post adjustment allowance: Paid at rate set by AU for the host country, pursuant to Rule 47, paragraph 4 of the Staff Rules and Regulations.
6. Education allowance : US\$5,000.00 per annum per eligible child duly enrolled in school up to a maximum of 4 children. Payment of this allowance ceases once the child reaches the age of 23.
7. Family allowances
 - Spouse : 5% of basic salary for non-gainfully employed spouse
 - Children : US\$200.00 per child per annum up to a maximum of four (4) children. Payment of this allowance ceases once the child reaches the age of 21.
8. Official residence : The Union may provide a fully-furnished house and pay bills for water, electricity, telephone, security and gardening services or pay housing allowance as may be approved by the Plenipotentiary Conference.
9. Official vehicle : The Union may provide one official chauffeur-driven vehicle or equivalent cash incentive as may be approved by the Plenipotentiary Conference.
10. Gratuity : A gratuity of twenty percent (20%) of the basic annual salary shall be fully paid upon termination of service.
11. Annual leave : Twenty-eight (28) working days per year of service. Any untaken leave at the time of termination of service shall be forfeited and cannot be converted into cash.
12. Travel : The Assistant Secretary General and his/her eligible dependents shall travel business class subject to any other conditions that may be imposed by the Plenipotentiary Conference.

NB: The pronouns "he" and "his" apply to both sexes.