



Annex 4

TERMS AND CONDITIONS OF SECONDMENT OF STAFF TO THE PAPU GENERAL SECRETARIAT

The recruitment of staff on secondment to the General Secretariat will be conducted in line with the prevailing Staff Rules and Regulations of the Pan African Postal Union as approved at the Plenipotentiary Conference and as guided by Administrative Council Resolutions.

The following terms and conditions will apply for the successful secondment nominee:-

- i) The choice of recruited staff shall reflect, as much as possible the 5 geo-political regions of Africa and ensure linguistic and gender balance;
- ii) Staff members shall be selected regardless of race, gender or religion, and, where possible, on the basis of competition, to secure for the Union the services of those with the highest standards of efficiency, competence and integrity;
- iii) Secondment will be for two years initially in line with Rule 19 of the prevailing approved Staff Rules and Regulations of the Pan African Postal Union;
- iv) Subsequent yearly renewals are upon request by the General Secretariat subject to efficient discharge of assigned responsibilities;
- v) Payment of full PAPU salaries and allowances by the sponsoring Member State as outlined in annex 1;
- vi) Provision of return air tickets by the sponsoring country for travels between the General Secretariat and the country of origin;
- vii) Provision of medical report certifying the physical fitness of the seconded staff prior to secondment;
- viii) Seconded staff shall comply at all times with the Staff Rules and Regulations;
- ix) Seconded staff shall submit detailed Curriculum Vitae indicating their academic and professional qualifications, experience, nationality, age (between 30 years and 50 years) and fluency in at least one of the working languages of the Union;

- x) The seconded staff shall not have been convicted of any criminal offence, and should provide documents indicating such;
- xi) PAPU shall meet relevant travelling costs for Official Missions authorised by the General Secretariat;
- xii) PAPU will grant twenty-eight (28) days annual leave after each successful year of service;
- xiii) Medical insurance for staff and eligible dependents shall be at the cost of the Union;
- xiv) Provision of life insurance for death and permanent disability by the Union;
- xv) The Member State seconding staff must not be in arrears of contribution for two consecutive years;