



Annex 1

JOB DESCRIPTIONS, PROFILES AND REMUNERATION FOR THE VACANT POSITIONS

<u>POST A:</u> Title of Post	Grade	Projected Date of Entry into Service	Date of Publication of Notice
Policy and Regulatory Affairs Officer	P2	3rd April 2023	26th January 2023
Service or Administrative Unit		Duty Station	Deadline for Receipt of Applications
Policy, Regulatory and Legal Affairs Department		Arusha (Tanzania)	28th February 2023
JOB DESCRIPTION			
<p>a) <u>REPORTS TO THE HEAD OF POLICY, REGULATORY AND LEGAL AFFAIRS DEPARTMENT</u></p> <p>b) <u>JOB SCOPE</u> The Policy and Regulatory Affairs Officer is responsible for the development of a harmonized postal policy and regulatory framework within the PAPU Member States. The incumbent will also promote the postal sector sustainability by studying and advising on issues concerning Postal Sector Reform, Universal Service Provision, Postal Markets, Digital Inclusion through digital transformation and Quality of Service Standards.</p> <p>c) <u>PRINCIPAL ACCOUNTABILITIES</u></p> <p>1. Postal Sector Policy and Regulation Harmonization</p> <ul style="list-style-type: none"> • Conducts a comparative analysis of postal Laws, Policies, and regulations, policies for benchmarking and harmonization purposes • Coordinates the implementation of the African Postal Guidelines for Postal Reforms and assesses progress on the same; • Develops a Cooperation Framework for regulatory bodies • Develops standards and goals for quality of service expected from operators and introduce systems for assessment of performance and measurement of service quality; <p>2. The Postal Sector Reforms.</p> <ul style="list-style-type: none"> • Conducts studies and market analyses and makes recommendations on the rules, policy changes and position on the following <ul style="list-style-type: none"> ○ Universal Service Provision/Obligations/Funding ○ Postal regulatory reforms ○ Postal models and treatment of Extra Territorial Offices of Exchange and IMPCs ○ Designation of Government entities, Regulators and Designated Operators 			

- Provides policy advisory assistance in the review of Postal reform and regulatory packages at national governmental level for Member States while also developing regulatory and policy models for consideration
- Assists Member States to implement postal reforms with a view to better aligning their postal services to the socio-economic and cultural environment

3. The Postal Sector and Market Development

- Researches on matters on new forms of regulation to be adopted to address the challenges arising from the fast-growing digital sector;
- Carry out research and analysis for digital transformation policy and strategy:
 - Coordinate capacity building for Digital Transformation to achieve digital economy, digital trade, digital Government, etc.
 - Identify technical assistance and capacity building requirements for projects to enhance SME access to trade networks.
 - Revision and updating of Acts and standards for digital services to reflect changing market needs.
 - Encourage creation of environment for innovation in the sector to accelerate adoption of digital platforms and rapid digital transformation
- Monitors changes to remuneration systems, governance and determination with a view to:
 - Support Member States and designated operators in governance and application of remuneration and settlement for postal accounts.
- Carry out work assigned by the Plenipotentiary Conference and/or Council on remuneration development and governance, and further to that, coordinate preparation of proposals to UPU Congresses on the same.

4. Secretariat Duties

- Performs Secretariat role for the Postal Regulators Forum, and overseeing the implementation and monitoring of decisions made therein
- Performs Secretariat role for the assigned Working Group or Task Force of Policy and Regulation Committee
- Performing any other administrative tasks assigned to him/her from time to time.

d) QUALIFICATIONS AND EXPERIENCE

i) Education and Experience

- Must have a minimum of University Bachelor's degree in Business, Economics, Finance, law or its equivalent.
- An Advanced Degree or Post Graduate qualification in the relevant field will be an added advantage.
- A minimum of ten (10) years of relevant professional work experience in public policy, postal sector, regulatory or legal area.

ii) Knowledge and Skills

- Computer skills and knowledge of packages i.e., E-mail, internet, social platforms
- Good record keeping and experience in documentation
- Good policy and regulatory analysis
- Excellent command of English or French language, both spoken and written
- External environment orientation and international affairs

iii) Core Competences

- Good interpersonal skills and flair laced with flexible and mature disposition
- Strong analytical and negotiation skills
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature
- Ability to handle assignments comprehensively, effectively and confidentially
- Demonstrated ability to work independently and collaboratively as a team player and with flexibility in a rapidly dynamic environment
- Credibility, good judgment, honesty and integrity in line with the core values of the Union
- Excellent communication, report writing, presentation and influence skills
- Stakeholder engagement

iv) Statutory Requirements

- Not less than 30 years old and not more than 50 years
- Must be national of a Member State of PAPU
- Must not have been convicted of any criminal offence
- Must have been declared physically fit to hold the position applied for by a Medical Doctor and is not suffering from any temporary or permanent derangement
- He/she is a national of member state that is not in arrears of contribution including current year
- He/she is not a child/spouse, brother, sister, father or mother of a member of a staff

e) REMUNERATION

To be paid by the sponsoring Postal Organization as per the prevailing conditions of the Pan African Postal Union:

Salary grade	:	P2/1
Basic Salary	:	USD 23,715 per annum
Housing allowance	:	USD 11,750.40 per annum
Education grant	:	USD 5,000.00 per annum per eligible child attending a school and less than 23 years old
Spouse allowance for unremunerated spouse:		USD 1,185.75 per annum
Children allowance	:	USD 200.00 per annum per child less than 21 years old
Post adjustment allowance	:	42% of basic salary (USD 9,960.30 per annum) or the prevailing rate for the city of Arusha

POST B: Title of Post Digital and Financial Inclusion Officer	Grade P2	Projected Date of Entry into Service 3rd April 2023	Date of Publication of Notice 26th January 2023
Service or Administrative Unit Operations and Technology Department		Duty Station Arusha (Tanzania)	Deadline for Receipt of Applications 28th February 2023

JOB DESCRIPTION

a) REPORTS TO THE HEAD OPERATIONS AND TECHNOLOGY

b) JOB SCOPE

The Digital and Financial Inclusion Officer is responsible for driving the digitalization agenda that incorporates the transformation and diversification of postal services to be available on the electronic and digital platforms within PAPU Member States. The Officer also focuses on the digital financial services with a view to promoting financial inclusion through digital and mobile technology applications.

c) PRINCIPAL ACCOUNTABILITIES

1. Coordinates the development of a Model Digital Post Office for the PAPU Member States

- Assists in developing a Digital Post Office Model benchmarked from other regions and industries;
- Lead in developing a Digital Transformation Framework and road-map for the Posts of Africa;
- Assist in developing a streamlined postal digital transformation program
- Pursue coordinated implementation of the digital transformation program by Member States' DOs.

2. Coordinates the drive for the digitalization of Postal Services in PAPU Member States

- i) Assists Member States in the migration of services from the traditional onto the following e- and digital platforms:
 - Digital and E-Post;
 - E-commerce;
 - Digital and E- Government;
 - Digital financial services;
 - Mobile money transfer solutions.
- ii) Assists Member States in the deployment of technology-based value-added features on the following Integrated Product Plan (IPP) portfolio to ensure full implementation of IPP and IRP:
 - ECOMPRO - e-commerce development in Africa
 - Tracked delivery service for small packets
- i) Facilitates the implementation of postal value-added services and IT solutions such as
 - IFS – International Financial System;
 - IPS- International Postal System;
 - .Post – Dot Post;
 - e-shops, etc.
- ii) Participates in the digitalization and innovation projects in partnership with relevant industry stakeholders

- Identifies developmental needs on e- and digital services and develops framework for their implementation in the African continent;

3. Coordinates the promotion of home-grown digital innovations in the African Post

- i) Coordinates and participates in the development of Members' own digital solutions:
 - Software development
 - Digital Applications
- ii) Participates in Innovation exhibitions and competitions like the World Summit on the Information Society (WSIS)

4. New trends and innovations in philately

- Initiate introduction of ICT based products and services in Africa;
- Promote the development of and diversification into new product and service portfolios that support the use of e-services.

5. Undertakes program and product management role for Digital Financial Services Development in PAPU

- i) Postal remittances and payment services
 - Monitors and assists Member States' fulfilment of the Financial Services agreements and standards to facilitate the smooth delivery of digital financial services;
 - Supports development partnership frameworks in the financial and e- and digital services portfolio with relevant stakeholders to promote the introduction of diverse postal financial products and services;
 - Encourages Member States to develop postal financial services in response to industry innovation and technological developments through services such as;
 - Post Money;
 - Mobile and electronic money transfers;
 - micro-finance;
 - Virtual services;
 - Mobile wallets – creating mobile banking capabilities.
 - Pursue sub-regional projects for the improvement of money transfers.

6. Coordinates product research and development

- Monitors world trends on financial, e- and digital service developments to facilitate timely dissemination of information to Member States;
- Monitors remuneration systems for financial, e- and digital services and facilitates engagements with PAPU Member States to optimize on revenues;
- Benchmark on best practices for the development and improvement of financial, e- and digital services;

7. Facilitates training and capacity building in Digital Skills

- Develops, in liaison with other Departments, a comprehensive capacity building and training program for Member States in Digital Services;
- Ensures that Member States benefit from training opportunities that may emerge from PAPU Partnerships.

8. Preforms Secretarial Duties

- Serves as Secretary to Working Groups on Financial Services/E-services Technology) as may be advised by the Secretary General;

- Follows up, on behalf of the Department, on implementation of Administrative Council (AC) and Plenipotentiary Conference Decisions relating to the financial and e-and digital services portfolios;
- Performs any other duties that may be assigned by the Departmental Head.

d) QUALIFICATIONS AND EXPERIENCE

i) Education and Experience

- Must have a minimum of University Bachelor's degree in Economics, Finance, Banking, Computer Science or its equivalent;
- An Advanced Degree or Post Graduate qualification in the relevant field will be an added advantage;
- A minimum of ten (10) years of relevant professional work experience in ICT or financial services.

i) Knowledge and Skills

- Good computer skills and knowledge of packages i.e. E-mail, internet, social platforms;
- Good appreciation of product development and marketing;
- Excellent command of English or French language, both spoken and written;
- External environment orientation and international affairs environment.

ii) Core Competences

- Good interpersonal skills and flair laced with flexible and mature disposition;
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature;
- Ability to handle assignments comprehensively, effectively and confidentially;
- Demonstrated ability to work independently and collaboratively as a team player and with flexibility in a rapidly dynamic environment;
- Credibility, good judgment, honesty and integrity in line with the core values of the Union;
- Excellent analytical, communication, report writing, presentation and influence skills;
- Stakeholder engagement.

ii) Statutory Requirements

- Not less than 30 years old and not more than 50 years old
- Must be a national of a Member State of PAPU;
- Must not have been convicted of any criminal offence;
- Must have been declared physically fit to hold the position applied for by a Medical Doctor and is not suffering from any temporary or permanent derangement;
- He/she is a national of member state that is not in arrears of contribution including current year;
- He/she is not a child/spouse, brother, sister, father or mother of a member of a staff.

e) REMUNERATION

To be paid by the sponsoring Administration as per the prevailing conditions of the Pan African Postal Union for the grade

Salary grade	:	P2/1
Basic Salary	:	USD 23,715 per annum
Housing allowance	:	USD 11,750.40 per annum
Education grant	:	USD 5,000.00 per annum per eligible child attending a school and less than 23 years old
Spouse allowance for unremunerated staff	:	5% of basic salary or USD 1,185.75 per annum
Children allowance	:	USD 200.00 per annum per eligible child who is less than 21 years old
Post adjustment allowance	:	42% of the basic salary or (USD 9,960.30 per annum) or the prevailing rate for the city of Arusha.

<u>POST C:</u> Title of Post Human Resources and Administration Officer	Grade P2	Projected Date of Entry into Service 3rd April 2023	Date of Publication of Notice 26th January 2023
Service or Administrative Unit Finance and Administration Department		Duty Station Arusha (Tanzania)	Deadline for Receipt of Applications 28th February 2023

JOB DESCRIPTION

a) REPORTS TO THE HEAD OF ADMINISTRATION AND FINANCE DEPARTMENT

b) JOB SCOPE

The Human Resources and Administration function within the PAPU General Secretariat serves to develop and implement proactive Human Resource Management, Procurement and General Administration strategies in support of the Pan African Postal Union's Mission and Strategic Plan.

c) PRINCIPAL ACCOUNTABILITIES

1. Manpower Planning and Development.

- Develops and recommends to the Secretary General, policies and strategies for ensure a continuous manpower planning process.
- Implements, short-, medium- and long-term manpower planning processes to ensure that manpower resourcing achieves Union objectives at all times.
- Recommends and implements Staff Rules and Regulations, policies and plans aimed at attracting and retaining the best skills to the Union, to pro-actively abet strategic skills shortages at the General Secretariat.

- Implements an ongoing Manpower Development Programme on the basis of Personal Development Plans, so as to ensure that all staff have the necessary skills/proficiencies to carry out their duties and achieve their objectives at unit level.
- Programming and organization of training, and evaluation of results, making sure the training actually meets the needs of the post held;
- Gradual development and implementation of tools for workforce planning, career management using a workforce database to be developed following the practice at the African Union);
- Proposes review of human resources manual;

2. Recruitment and promotions

- Recommends policy changes and implements in a transparent, effective and efficient way policies, processes and administrative controls for staff selections, recruitment, appointments, induction of new staff, promotions and terminations.

3. Salaries and Benefits

- In line with Staff Rules and Regulations, Human Resources policies and procedures, implement processes and all associated administrative controls; and Management Information Systems; for staff salary payments, loans administration, salary benefits and remuneration related issues.
- Administers pay roll, compensation and benefits for all General Secretariat employees;
- Processes and manages leave days i.e., annual, home and compassionate leave;
- Participates in salaries negotiations, contracts and working conditions for locally recruited staff;
- Initiation and implementation of approved staff welfare packages;
- Pension and benefits administration for retiring staff;
- Monitor Pension Administration for General Secretariat Employees

4. Performance Management

- Implements, in collaboration with General Secretariat Management, a Performance Management System and supporting administrative processes which provide all staff with role clarity and performance objectives in support of the overall Union Strategic Plan.
- Develops and recommends policies aimed at implementing a recognition and reward system which identifies and reinforces positive performance of individuals so as to encourage excellent performance, boost individual morale and productivity to the ultimate benefit of the Union.
- Co-ordinates evaluation and appraisal of staff performance;

5. Job Evaluation and Job Grading

- Manages the Job Evaluation System and its supporting administrative processes, ensuring that all policies and procedures relating thereto are enforced for the benefit of employees and the Union alike.
- Advises General Secretariat management on job grading appeals.
- Handles all issues related to working conditions of independent contractors and other personnel hired by the General Secretariat on a short-term basis;

6. Industrial Relations and Communications

- Ensures harmonious employee relations, through implementation of benchmarked labour policies and procedures enforced for the benefit of the Union and its staff.

- Maintains cordial working relationships with the Staff Association representatives on issues of mutual interest to the mutual benefit of the Union and its staff.
- Develops and implements a comprehensive system of internal communications to keep staff informed of current and planned developments within the Union.
- Advising staff on Staff Rules and Regulations;
- Implementation of disciplinary measures;

7. Health, Safety and Employee Welfare

- Implements health and employee welfare policies and best practices, including adherence to other forms of legislation aimed at safeguarding the interests of the Union and its employees.
- Administers all issues related to health insurance, social insurance, and workers compensation;
- Health and safety management;

8. General Administration

- Facilitation General Secretariat staff and delegates/official visitors travels;
- Maintenance of cleanliness and presentability of PAPU HQ offices and surrounding environments;
- Facilitation of residential accommodation and processing of resident permits for elected officers and newly recruited staff
- Facilitating application of entry visas for official delegates and General Secretariat guests.
- Handles all administrative issues related to missions, travel, relocations, etc.;
- Maintenance of security of PAPU Head Quarters premises;

9. Procurement

- Planning and coordination of procurement of goods and services for the General Secretariat;
- Implementation of suitable procurement methods for goods and services
- Evaluation of suppliers;
- Ensuring acquisition of goods/services on time at most favourable prices and best quality;
- Carry out market intelligence on the availability and prices of goods and services
- Preparing and processing of purchase orders in accordance with the Union's procurement procedures
- Propose and implement the Union's Procurement Policy

d) QUALIFICATIONS AND EXPERIENCE

i) Education and Experience

- Must have a minimum of University Bachelor's degree in Human Resources, Business Administration, Management or its equivalent,
- An Advanced Degree or Post Graduate qualification in the relevant field will be an added advantage.
- A minimum of ten (10) years of relevant professional work experience in Human Resources Management.

ii) Knowledge and Skills

- Computer skills and knowledge of packages i.e., E-mail, internet, social platforms
- Good record keeping and experience in documentation
- Excellent command of English or French language, both spoken and written
- External environment orientation and international affairs environment

iii) Core Competences

- Good interpersonal skills and flair laced with flexible and mature disposition
- Strong analysis and negotiation skills.
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature
- Ability to handle assignments comprehensively, effectively and confidentially
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e) REMUNERATION

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