

**PAN AFRICAN POSTAL UNION****NOTICE OF VACANCY**

Title of Post Head, Finance, and Administration Department	Grade P4	Projected date of entry into service 1st December 2025	Date of publication of notice 28th July 2025
Service or administrative unit Finance and Administration Department		Duty Station Arusha (Tanzania)	Deadline for receipt of applications 25th September 2025

A. JOB DESCRIPTION**1. Description of the Post**

- Reporting directly to the Secretary General, the successful applicant will be responsible for the management of the Finance, and Administration Department that is mandated with the development, and implementation of financial, accounting, budgetary, and administrative management policies; support services that include procurement, optimization of human resources, management of the Union's fleet, and provision of necessary logistics for the good functioning of the General Secretariat.

2. Principal Accountabilities**a. Supervision of the Department.**

Manages the Department in the attainment of the Strategic Objectives of the Union relating to finance and human resources management matters;

- Oversees the implementation of decisions, resolutions, and recommendations of the Plenipotentiary Conference, Council of Administration, and Finance/Administration Committee, and its relevant Working Groups;
- Proposes and updates a Work Plan that best meets the Union's Strategic Plan and Objectives, and identifies funding options;
- Monitors internal adherence to Financial Regulations, Staff Rules, and Regulations, and Accounting Procedure Manual, Administrative Circulars in line with good corporate practice.

b. Financial management

- Develops financial, and accounting management policies, strategies, and procedures, monitors their implementation, reviews their relevance, and takes appropriate measures to optimize the management of the Union's resources;
- Coordinates and supervises all accounting transactions, the periodic production of management accounts, financial statements, activity reports, and programme management reports.

- Promotes best management systems and practices; develops internal controls; ensures transparency and justification for expenditure.
- Ensures the proper application of the Financial Rules and Regulations; Accounting Manual, and policies; procedures established through Administrative Circulars;
- Oversees the timely settlement of obligations like payment of staff salaries, allowances, pensions, entitlements to members of Staff of the General Secretariat; payments to suppliers, and other service providers; leveraging suitable technology, and simplified accounting processes;
- Liaises with the External Auditor; organizes the annual auditing of the Union's financial statements, and ensures implementation of the recommendations contained in the management letter as appropriate;
- Manages the cash-flow of the Union;
- Manages the cash assets and current accounts; all payment transactions, preparation, cashing, and endorsement of cheques;
- Sources funds for implementation of projects and scheduled activities;
- Enhances revenue collection through identification of other revenue sources;
- Pursues collection of Annual Mandatory Contributions from member states; invoicing, and acknowledgement of receipt of Member States' annual, and other financial contributions;
- Certifies bank reconciliation statements, and cash books;
- Supervises the preparation of periodic, and annual financial statements;
- Supervises the processing of vouchers, and disbursement of funds;
- Manages the imprest system to ensure availability of funds to meet daily cash requirements;
- Implements International Public Sector Accounting Standards, and International Financial Reporting Standards;
- Monitors, and advises on Union portfolio of investments including reserve/idle funds, PAPU Tower etc.

c. Budget

- Initiates, and participates in the preparation of the Union's annual/quadrennial budgets in liaison with other departments;
- Coordinates, and finalizes annual draft budgets; and implements the approved budget;
- Initiates measures for prudent financial management, monitors current levels of expenditures against the budget, and advises on likely under/overspending of credits;
- Evaluates budget performance and prepares budget control reports.

d. Human Resources Management

- Ensures that the HR Policies of the General Secretariat are benchmarked to respond effectively to expectations of Stakeholders like Member States, General Secretariat staff, and management;
 - Proposes modern management tools that enhance the effectiveness and efficiency of the General Secretariat's human resources;
 - Manpower Planning and Development by implementing short-term, medium-term, and long-term manpower resourcing constantly to achieve Union objectives.
 - Coordinates the human resources for the General Secretariat through the implementation of recruitment procedures, staff selection, appointments, and induction of new staff;
 - Ensures efficient administration of staff Salaries and Benefits through the supervision and monitoring of the Union's payroll system;
 - Ensures implementation of Performance Management processes and manages leave days i.e., annual, home, and compassionate leave;
 - Ensures processing of pension and benefits administration for retiring staff;
 - Manages all job evaluation, grading, and classification exercises, and their implementation; coordinates preparation, and harmonization of job descriptions
- Promotes harmonious Employee Relations, Health, Safety, and Employee Welfare

e. Procurement activities

- General coordination and supervision of the management of procurement, stores, travel, and transport services of the General Secretariat per the Union's Acts, Decisions, Resolutions, Policies, Rules, and Circulars.
- Plans and coordinates the procurement of goods and services for the General Secretariat;
- Ensures the implementation of the PAPU Procurement Manual for all procurements;
- Ensures acquisition of goods/services at the best, most favourable prices, and best quality;
- Ensures maintenance of up-to-date market data on market changes that can affect the supply and prices of goods;
- Analyzes sales patterns and inventory levels of existing stock,
- Preparing and processing of purchase orders per the Union's procurement procedures;

f. Logistics and Support

- Ensures provision of working tools necessary for the delivery of services, and improvement of performance;
- Ensures facilitation of staff, and delegates/official visitors' travels;
- Supervises the maintenance of the cleanliness of the offices and the surrounding environments;
- Facilitates acquisition of residential accommodation for elected officers, and/or newly recruited staff;
- Facilitates the provision of interpretation and translation services at Conferences/meetings.
- Manages all materials and logistics required to organize meetings at the General Secretariat.
- Liaises with external partners that provide services to staff at the General Secretariat, e.g., insurance, banks, and others.

g. Secretarial Functions at Meetings

- Performs Secretariat functions for the Finance and Administration Committee of the PAPU Administrative Council;
- Coordinates the Secretariat of the Working Groups, Task forces, and Ad hoc Focus Teams under the Finance and Administration Committee;
- Represents the Department at internal meetings or committees.

h. Any Other Duties

- Performs any other duties that the Secretary General may reasonably assign.

B. JOB PROFILE

1. Qualifications and Experience

Education and Experience

- University Bachelor's degree (or equivalent) in Accounting or Finance with a minimum of 12 years relevant experience in public sector accounting or management; or
- University Master's Degree (or equivalent) in the field of Finance or Management with a minimum of 10 years' relevant experience in the public sector accounting or management,
- A minimum of 5 years' working experience must have been spent at a **management level** as at the time of recruitment.
- Membership of a professional accounting body is an added advantage..

2. Knowledge and Skills

- Knowledge of applicable International Public Sector Accounting Standards (IPSAS)
- Knowledge of economic trends, interest rates, foreign exchange rates, and price levels for effective investment and loans administration

- Excellent Computer skills, and knowledge of QuickBooks Premier accounting software, Microsoft packages including Excel, Word, and PowerPoint, as well as Email, internet, and social platforms
- Good record keeping and experience in documentation
- Ability to identify priority activities and assignments
- External environment orientation, and international affairs environment
- Excellent command of spoken and written English or French.

3. **Core Competences**

- High professional ethics, integrity, expertise, and strategic leadership abilities;
- Strong analytical skills and a sense of rigour with excellent analysis, drafting, report presentation, and
- Excellent interpersonal skills, influence skills, and flair laced with a flexible and mature disposition
- Strong negotiation skills, sound judgment, and decisiveness
- Troubleshooting, creative problem solving, tact, diplomacy, courteous, and mature
- Ability to handle assignments comprehensively, effectively, and confidentially, and ability to work under pressure, and manage a multicultural team
- Excellent verbal and written communication skills, ability to work independently
- A Team player, results-oriented with flexibility to fit into a dynamic environment
- Knowledge of business processes, and effective Stakeholder engagement

C. TERMS AND CONDITIONS OF SERVICE

The following conditions of service will apply for the position:

- 1) **Basic Salary**
Grade P4 US\$35,046 per annum.
- 2) **Dependency Allowance**
US\$1,752.30 per annum for unremunerated spouse
US\$200 per annum for an eligible dependent child who is not up to 21 years, up to a maximum of four (4) children
- 3) **Education allowance**
US\$5,000 per annum, per each eligible child attending a regular school, and less than 23 years old for staff recruited from outside the host country of the Union. Staff recruited from the host country are paid 40% of what is paid to those recruited from outside the host country
- 5) **Post Adjustment Allowance**
Payable to internationally recruited staff, based on the rate applicable to the City of Arusha, United Republic of Tanzania, as advised by the African Union, occasionally. The present rate is 42% equivalent to USD 14,719.32 per annum
- 6) **Housing Allowance**

USD 13,824 per annum (**currently** applicable to internationally recruited staff only). Staff recruited from the host country are paid in line with the African Union regulations for staff recruited from the host country.

7) **Installation Allowance**

Daily subsistence allowance is payable for a maximum period of 5 days for a candidate appointed from outside the seat of the Union.

8) **Medical Scheme**

80% of the cost of medical expenses for successful staff, and eligible dependents will be borne by the Union

9) **Life Insurance Scheme**

Group Life Insurance is provided at the cost of the Union

10) **Annual Leave**

28 working days for each year of completed service

11) **Traveling costs**

The Pan African Postal Union pays or reimburses traveling costs for the staff member as well as for his/her spouse, and eligible dependent children from the capital city of his country, or any other city with an international airport to Arusha, Tanzania, when reporting to take up the position. Likewise, in case of termination of service, for the return trip to the country of origin.

12) **Salaries and other emoluments** paid by the Union to non-Tanzanians are exempted from Income Tax in the United Republic of Tanzania.

Note: "He" and "His" apply to both sexes.

