



REF: PAPU/GS/AF/H/ 032

DATE: 28 JUL 2025

TO: PAPU MEMBER STATES

- Ministries in Charge of Posts
- Regulatory Authorities
- Designated Operators

Dear Sir/Madam,

SUBJECT: Call for Applications for the "Head, Finance and Administration Department" position Grade P4, at the General Secretariat of the Pan African Postal Union.

1. This is to inform Pan African Postal Union (PAPU) Member States of a vacancy, in the P4 Grade, for the position of **'Head of Finance and Administration Department'**, at the General Secretariat of PAPU.

2. Qualifications required

The post is to be filled by an Expert with an Advanced University Master's Degree (or Equivalent) or a University Bachelor's degree (or equivalent) in Finance or Accounting,

3. Experience

With a Master's Degree (or equivalent) with a minimum 10 years' relevant experience, or a Bachelor degree (or equivalent) with a minimum 12 years relevant experience in public sector accounting or management of which 5 years must have been at a management level as at the time of recruitment; and fulfilling all the conditions indicated on the attached Notice of Vacancy

4. Applications

- Member States are invited to scrutinize and submit **only one application that satisfies the specified academic and professional qualifications** in addition to the specified minimum working experience. Submission of multiple applications shall result in the disqualification of the candidates. The deadline for the receipt of applications is as indicated in the annexed Notice of Vacancy.
- The applicant to be recruited will be chosen after considering the academic and professional qualifications of the candidates recommended by the Postal Organization of Member States of which they are nationals, taking into account equitable geographical distribution in respect of the continent's subregions, gender, and language balance. The paramount consideration will be the necessity of securing the services of people possessing the highest standards of efficiency, competence, and integrity for the Union.
- Only candidates from Member States meeting the conditions stipulated by the 28th Ordinary Administrative Council will be considered under Resolution No. 01/PAPU/AC/XXVIII/2009, paragraph VII (copy attached).

5. Application form to be completed

Applicants must complete the attached application form in **French** or **English**. The accuracy of the information supplied on the form must be certified **only by the Director General/Chief Executive Officer of the Postal Organization forwarding the application**. This form must be accompanied by a recent passport-sized photograph of the applicant, a signed application letter for employment, a detailed Curriculum Vitae, a Police Certificate of no criminal record and **certified true** copies of requisite certificates/testimonials.

6. Medical examination

Candidates must be in good physical and mental health. The successful candidate will first have to undergo, before recruitment, a medical examination in his/her own country. The Consultant Physician shall carry out this examination **for the Postal Authority** concerned. This doctor's medical report should be attached to the Application Form. If circumstances require, the successful candidate may be asked to undergo a further examination in his/her country by doctors nominated at the PAPU General Secretariat. The report of these doctors shall be sent to PAPU's consultant physician to enable the latter to reach a definite conclusion regarding the candidate's state of health.

7. Period of engagement

Initially on probation for one year with a possible maximum extension to eighteen months in terms of the PAPU Staff Rules and Regulations Rule. After completing the one-year or eighteen-month probation period and being subject to good performance based on annual reviews, the successful candidate may be engaged as a continuing regular staff member.

8. Taking up the appointment

The scheduled date for taking up the appointment is given in the Notice of Vacancy. If the successful candidate does not take up his/her appointment at the latest one month after the date of the letter of appointment, that appointment will be considered null and void, unless exceptional circumstances preventing him/her from taking up his/her duties are duly communicated to and recognized as valid by the Secretary General before the expiry of the one-month grace period.

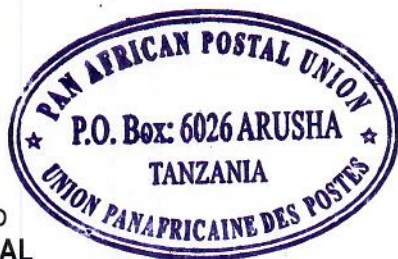
9. Terms and conditions of service

The conditions of service are detailed in the afore-mentioned Notice of Vacancy.

Yours sincerely,



Dr. Sifundo Chief Moyo
SECRETARY GENERAL



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