

JOB DESCRIPTION, PROFILE AND REMUNERATION FOR THE SECURITY AND SAFETY OFFICER			
<b>POST B:</b> Title of Post <b>Security and Safety Officer</b>	Grade <b>P2</b>	Projected Date of Entry into Service <b>1<sup>st</sup> December 2025</b>	Date of Publication of Notice <b>6<sup>th</sup> August 2025</b>
Service or Administrative Unit <b>Cabinet</b>		Duty Station <b>Arusha (Tanzania)</b>	Deadline for Receipt of Applications <b>26<sup>th</sup> September 2025</b>
<b>JOB DESCRIPTION</b>			
a) <b><u>REPORTS TO THE SECRETARY GENERAL</u></b>			
b) <b><u>JOB SCOPE</u></b>			
<p>The primary role of the Security and Safety Officer is to manage the security and safety section within the PAPU General Secretariat and sustain acceptable levels of asset protection, safety, and intelligence management by developing necessary countermeasures. The Security and Safety Unit is responsible for providing leadership, operational support, and oversight of the security management system to ensure maximum security for staff and eligible dependents and enable the safest and most efficient conduct of the Pan African Postal Union's programmes and activities.</p>			
c) <b><u>PRINCIPAL ACCOUNTABILITIES</u></b>			
1. <b>Security Operations</b>			
<ul style="list-style-type: none"> <li>• Manages the following areas: Fire and Safety; Security Awareness; and the Pass &amp; Identity Card administration;</li> <li>• Manages, daily, the PAPU Security and Safety Unit in liaison with contracted Security companies to ensure seamless enforcement of operational policies and procedures;</li> <li>• Assists in the conduct of any sensitive security investigations on the PAPU staff or the protection of PAPU assets;</li> <li>• Collaborates with the relevant officials of Justice, Arusha local area Police force, Security and Intelligence agencies of the Host Country, the United Republic of Tanzania, to manage incidents and emergencies and counteract any hostile activity directed against PAPU.</li> <li>• Liaises and acts with other Departments at PAPU HQ to ensure that security operations fully and proactively support PAPU's aims and functions.</li> <li>• Oversees security threat assessment and planning for close protection and other security-related activities at the PAPU Headquarters grounds;</li> <li>• Conducts and coordinates regular patrol and physical security assessment of the PAPU Headquarters premises and monitors access to premises and property;</li> <li>• Maintains office security by conducting physical security inspections of facilities, issuance of identity cards, background checks, and entry control;</li> <li>• Conducts general security screening and ensures proper profiling of all visitors;</li> </ul>			

## **2. Security Planning**

- Prepares draft Security Plan for the PAPU Tower premises, including all aspects related to elaboration, development, implementation, and updating of the plan;
- Develops and implements effective security strategies and protocols to protect the PAPU General Secretariat and assets against terrorism, physical threats, theft, vandalism, and other security risks;
- Develops comprehensive guidelines and protocols for all PAPU staff on handling communication systems and information;
- Ensures PAPU Headquarters Buildings and installations are physically guarded against damage or loss through crime and fire;
- Develops and reviews security policies and procedures.
- Maintains communication lines between the Security and Safety Unit and the PAPU General Secretariat to ensure maximum security coordination;
- Assesses prevailing local security conditions, identifying security trends and advising PAPU staff and dependents regarding their security and safety;
- Maintains protection detail for senior officials as necessary;
- Monitoring and analyzing CCTV cameras to ensure the effectiveness of surveillance equipment in facilitating the establishment of security presence.

## **3. Fire Safety Measures**

- Ensures that fire detection devices and fire-fighting equipment are available on the premises.
- Maintains fire evacuation plan and conducts fire drills and training as necessary;
- Ensures availability of emergency communications system by making periodic checks to determine proper system functionality and arranges for necessary repairs or adjustments;
- Ensures that fire alarms that are triggered are responded to;
- Respond to emergencies and participate in rescue operations with firefighters and police.
- Responds swiftly to distress calls, panic alarms, and emergency calls for disorderly conduct and disruptive persons and handles incidents swiftly;

## **4. Administration**

- Undertakes the forecasting of all budgetary requirements for the Security and Safety Unit;
- Defines broad operational security requirements against “best practice” in security to ensure value-for-money solutions before procurement;
- Manages all aspects of the Security and Safety Unit’s equipment portfolio and specifies appropriate security-related equipment;
- Inducts all Security Officers and ensures that personnel standards are maintained;
- Defines and analyses training needs and proposes training programs;
- Coordinates security training activities, both external and in-house, to cover a wide array of subjects that comply with African Union standards;
- Issues appropriate performance and operational directives to Security Officers and administrative staff;

- Plans and develops the Security and Safety Unit's contributions to special projects, such as the long-term maintenance of the CCTV and the access control system, as well as the continuous enhancement of physical security arrangements;
- Ensures a safe and secure working environment through a team effort of diligent active patrol, strict access control, monitoring, and equipment control;

## **5. Secretariat Duties**

- Performs Secretariat role for the PAPU Security Action Group and oversees the implementation and monitoring of decisions made therein;
- Performs Secretariat role for the assigned Working Group on Disaster Risk Management;
- Performing any other administrative tasks assigned to him/her occasionally.

## **d) QUALIFICATIONS AND EXPERIENCE**

### **i) Education and Experience**

- Must have a minimum of First level University degree (Bachelor's or equivalent) in Security and Intelligence Studies or Law Enforcement Security Management or Cybersecurity or its equivalent,
- An Advanced Degree or postgraduate qualification in the relevant field will be an added advantage.
- A minimum of five (5) years of relevant professional work experience in Security, Intelligence or as a Law Enforcement Officer

### **ii) Knowledge and Skills**

- Knowledge of security management combined with background of military or other security specialization;
- Knowledge of intelligence collection methods and techniques;
- Good understanding of security information management and data protection /integrity;
- Knowledge of security operations, physical premises security, protection services, fire safety, and investigation;
- Knowledge and experience with security equipment and surveillance systems;
- 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;

### **iii) Core Competencies**

- Good interpersonal skills and flair laced with a flexible and mature disposition;
- Troubleshooting, creative problem-solving, investigative, and intelligence-gathering abilities;
- Credibility, good judgment, honesty, and integrity in line with the core values of the Union;

- Stakeholder engagement and ability to collaborate with other security Agencies for adequate protection and coverage
- Ability to identify suspicious behaviours, foresee risks, and allow for contingencies when planning;
- Ability to handle security and investigations assignments comprehensively, effectively, and confidentially;
- Demonstrated ability to work independently and collaboratively as a team player and with flexibility in a rapidly dynamic environment;
- Excellent analytical, communication, report writing, presentation and influence skills

#### **iv) Statutory Requirements**

- Not more than 50 years old;
- 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 a Member state that is not in arrears of contribution, including the 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 Member State and PAPU as per the prevailing conditions of the Pan African Postal Union.

##### **Sponsoring Agency**

Salary	:	Present salary and allowances paid by sponsoring Agency
Secondment allowance	:	USD 9,000.00 per annum (minimum) i.e., USD750 per month
Flight tickets	:	To and from Arusha, Tanzania.

##### **PAPU**

Secondment allowance	:	USD 7,200.00 per annum ie., USD 600 per month
Installation allowance	:	USD 1,080.00 paid once on arrival
Medical insurance	:	80% of the medical insurance for self, spouse and eligible children resident in Tanzania
Life insurance	:	For staff against death and permanent disability
Mission allowance	:	For all official Missions authorized by PAPU