



REF: PAPU/CL/GS/AF/H/PRL/ 054

DATE: 18 SEP 2025

**TO: PAPU MEMBER STATES**

- **Ministry in Charge of Posts**
- **Regulatory Authority**
- **Designated Operator**

Dear Sir/Madam,

**Subject: Notice of Vacancy for Positions of Secretary General and Assistant Secretary General of the Pan African Postal Union (PAPU)**

The Secretary General of the Pan African Postal Union (PAPU) presents his compliments to esteemed PAPU Member States and has the honour to advise Union members that one of the agenda items of the 11<sup>th</sup> Ordinary Session of the PAPU Plenipotentiary Conference which will be held in March 2026 shall be the election of the Secretary General and Assistant Secretary General of the Union, respectively.

This Vacancy announcement is done pursuant to Article 15 (3) of the Detailed Regulations of the Convention which states that *“Six months before each ordinary session of the Conference, the General Secretariat shall send out calls for applications for the positions of the Secretary-General and the Assistant Secretary General of the Union to all Member-States, to invite them to submit applications of their nationals within a time-limit of 3 months from the date of the publication of the vacancies.”*

In this regard interested Member States are therefore requested to ensure that the applications of their candidates should reach the General Secretariat at the address below on or before **17<sup>th</sup> December 2025:**

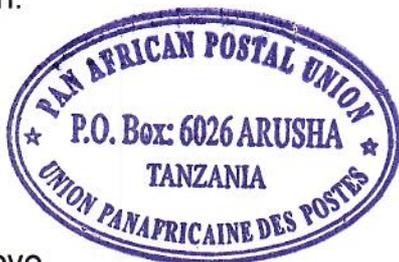
**The Secretary General  
Pan African Postal Union  
13<sup>th</sup> Floor, PAPU Tower  
282 Moshi Road, Sekei,  
Arusha 23190,  
United Republic of Tanzania**

The Application File containing the Candidate's application letter, his/her Curriculum Vitae, a duly completed personal history form (**Annex 1**), a medical certificate (**Annex 2**), certified true copies of academic and professional qualifications, a copy of the applicant's police clearance (attesting that the candidate has never been convicted of any offence) and two passport-size photographs should be sent by the Government of the applicant's country of origin to the General Secretariat.

For information purposes, the job description, candidate profile, and terms and conditions of service are equally forwarded herewith as **Annexes 3, 4 and 5** respectively.

Whilst thanking you in advance for your anticipated attention to this notification, the General Secretariat avails itself of this opportunity to renew to you, Excellency, the assurances of its highest consideration.

Sincerely,



Dr. Sifundo Chief Moyo  
**SECRETARY GENERAL**

**TERMS AND CONDITIONS OF SERVICE**

**I- TERMS AND CONDITIONS OF SERVICE OF THE SECRETARY GENERAL**

The terms and conditions of service of the Secretary General shall be set out as follows:

1. Mandate : The Secretary-General shall be elected by the Conference for a four-year term. He/she shall assume duty at a date set by the Conference following the election.
2. Basic salary : USD 63,240 per annum
3. Entertainment allowance: USD 750 per annum
4. Household staff : The Union shall pay allowance based on GSB 3 step 5 for three domestic staff, namely one house assistant, one cook and one cleaner.
5. Post Adjustment Allowance: Paid at rate set by AU for the host country, pursuant to Rule 48, paragraph 4 of the Staff Rules and Regulations
6. Education allowance : USD 5,000.00 per annum per eligible child duly enrolled in school up to a maximum of 4 children. Payment of this allowance ceases once the child reaches the age of 23.
7. Family allowances
  - Spouse : 5% of basic salary for non-gainfully employed spouse or employed staff whose income is less than USD 500 per month
  - Children: USD 200.00 per child per annum up to a maximum of four (4) children. Payment of this allowance ceases once the child reaches the age of 21.
8. Official residence : The Union shall make available a fully-furnished house and pay bills for water, electricity and telephone.
9. Official Vehicle : The Union shall make available one official chauffeur-driven vehicle.
10. Gratuity : A gratuity of twenty percent (20%) of the basic annual salary shall be paid annually and discharged in full on disengagement.
11. Annual leave : Twenty-eight (28) working days per year of service. Any untaken leave at the time of termination of service shall be forfeited and cannot be converted into cash.
12. Travel : The Secretary General and his/her eligible dependents shall travel business Class, subject to any other conditions that may be imposed by the Plenipotentiary Conference.

## II- TERMS AND CONDITIONS OF SERVICE OF THE ASSISTANT SECRETARY GENERAL

1. Mandate : The Assistant Secretary-General shall be elected by the Conference for a four-year term. He/she shall assume duty at a date set by the Conference following the election.
2. Basic salary : USD 52,699.00 per annum
3. Entertainment allowance: USD 600 per annum
4. Household staff : The Union shall pay allowance based on GSB 3 step 5 for two domestic staff, namely one cook and one cleaner.
5. Post adjustment allowance: Paid at rate set by AU for the host country, pursuant to Rule 47, paragraph 4 of the Staff Rules and Regulations.
6. Education allowance : USD 5,000.00 per annum per eligible child duly enrolled in school up to a maximum of 4 children. Payment of this allowance ceases once the child reaches the age of 23.
7. Family allowances
  - Spouse : 5% of basic salary for non-gainfully employed spouse
  - Children : USD 200.00 per child per annum up to a maximum of four (4) children. Payment of this allowance ceases once the child reaches the age of 21.
8. Official residence : The Union shall make available a fully-furnished house and pay bills for water, electricity and telephone.
9. Official vehicle : The Union shall make available one official chauffeur-driven vehicle
10. Gratuity : A gratuity of twenty percent (20%) of the basic annual salary shall be paid annually and discharged in full on disengagement
11. Annual leave : Twenty-eight (28) working days per year of service. Any untaken leave at the time of termination of service shall be forfeited and cannot be converted into cash.
12. Travel : The Assistant Secretary General and his/her eligible dependents shall travel business class subject to any other conditions that may be imposed by the Plenipotentiary Conference.

**NB:** *The pronouns "he" and "his" apply to both sexes.*

**QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS OF CANDIDATES FOR ELECTIVE POSITIONS**

**I- BASIC REQUIREMENTS**

In line with Article 12 of the Detailed Regulations of the Convention, Candidates for the positions of Secretary General and Assistant Secretary General must meet the following eligibility requirements:

1. Hail from a Member State that has fully met its financial obligations to the Union, including for the current financial year (2025-2026);
2. Have their application filed by the Member State of origin;
3. Been put on unpaid leave from duty three (3) months prior to the election date, where he/she is a permanent staff member of the Union, until the end of the elections;
4. Be at least thirty-five (35) years old and not more than sixty-five (65) years old;
5. Be declared medically fit by a physician, to hold the position;
6. Hold at least a first degree or an equivalent qualification;
7. Be fluent in one of the two working languages of the Union (French or English);
8. Must have served in the postal sector for at least ten (10) years, including five (5) years in a management position;
9. Must not have been prosecuted and found guilty of any criminal offense.

**II- OTHER CONSIDERATIONS**

**Geographical and linguistic distribution of posts**

In line with Article 15, paragraph 5 of the Detailed Regulations of the Convention, the following criteria shall be considered during the elections of Secretary General and Assistant Secretary General of the Union:

- a) Qualifications
- b) Eligibility
- c) Language considerations
- d) Equitable geographical distribution among regions of Africa

## **JOB DESCRIPTIONS**

### **I- JOB DESCRIPTION FOR SECRETARY GENERAL POSITION**

#### **A/ JOB MISSION**

In his/her capacity as the Chief Executive and Legal Representative of the Pan African Postal Union, the Secretary General manages the activities of the Union with a high sense of imagination, efficiency and thriftiness in order to achieve the objectives outlined in Article 9 of the Convention of the Union.

He/she reports to the Plenipotentiary Conference and the Administrative Council of the Union.

#### **B/ FUNCTIONS OF THE SECRETARY GENERAL**

In line with Article 9 of the Detailed Regulations of the Convention of PAPU, the Secretary General shall;

1. Ensures the achievement of the objectives of the Union as set out in Article 9 of the Convention;
2. Prepares the agenda, convene all meetings of the Union and provide Secretarial services;
3. Is responsible for keeping all the documents and archives of the Union;
4. Prepares the draft programme of activities and Budget of the Union for the quadrennial period and submit them for approval by the Conference;
5. Prepares the draft annual programme of activities and budget of the Union and submit them for approval by the Council;
6. Presents the Union's audited accounts for the previous financial year for approval by the Council;
7. Attends all meetings of the Conference and the Council;
8. Attends or be represented at Administrative and Technical Committee meetings, and seminars of the Union;
9. Attends or be represented, whenever possible, at meetings and Conferences to which the Union is invited;
10. Appoints other staff members of the General Secretariat in consultation with the Council;
11. Informs Member States of any accession or denunciation of the Convention;
12. Where he/she deems it necessary, engages experts to carry out specific studies approved by the Council;

13. Publishes information periodically on developments in the field of postal services;
14. Ensures implementation of decisions by the Conference and the Council;
15. In consultation with Members, takes necessary measures to implement the various programmes approved by the Union;
16. Presents to the Plenipotentiary Conference a report on the activities of the General Secretariat since the previous Plenipotentiary Conference;
17. Presents to the Administrative Council an annual report on the activities of the General Secretariat between the two (2) sessions;
18. Negotiates under the supervision of the Council, provisional agreements with other organizations;
19. Create and update a database of postal activities of Member States and Associate Members;
20. Perform any other duties entrusted to the General Secretariat by the Conference or the Council.

## **II- JOB DESCRIPTION FOR ASSISTANT SECRETARY GENERAL POSITION**

In line with Article 10 of the Detailed Regulations of the Convention of PAPU, the Assistant Secretary General shall:

1. Deputize for the Secretary General and act in his/her absence;
2. Supervise the operational structures of the General Secretariat;
3. Evaluate the performance of the staff;
4. Chair staff recruitment, promotion and any other disciplinary committees and come up with recommendations for Management's consideration (Advisory Body);
5. Coordinate cooperation activities with regional and other international organizations to enhance the development and diversification of quality postal products that cater for the needs of customers in the ever-changing environment;
6. Assist the Secretary General to harmonize as far as possible, the position of Member States during international meetings, particularly, Universal Postal Union (UPU) meetings;
7. Effectively represent the Secretary General/Organization in some of the high-level meetings and Technical Committee meetings;
8. Perform any other duties entrusted to him/her by the Secretary General.

The Assistant Secretary General reports to the Secretary General.



**PAN AFRICAN POSTAL UNION**  
**General Secretariat**

**APPLICATION FOR ELECTIVE POSITION**

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**MEDICAL EXAMINATION REPORT**

**DATE:** ...../...../2025

**DR/MR./MRS.MS./NAME:** .....

**DATE OF BIRTH:** .....

**SEX:** .....

**FAMILY MEDICAL HISTORY:** .....

**PERSONAL MEDICAL HISTORY:**

- (a) HEREDITARY OR CONGENITAL CONDITIONS .....
- (b) SERIOUS OR CHRONIC DISEASES.....
- (c) ACCIDENTS.....
- (d) SURGICAL OPERATIONS.....
- (e) HOSPITALIZATIONS.....
- (f) WEIGHT CHANGES IN THE PAST YEAR.....
- (g) SKIN INFECTIONS.....

**CURRENT CONDITION:**

(1) **GENERAL CONDITION**.....

.....  
HEIGHT ..... WEIGHT..... SKIN.....

(2) **DIGESTIVE SYSTEM**

TEETH ..... TONGUE .....  
ABDOMEN .....  
LIVER ..... SPLEEN .....  
HERNIA ..... RECTAL EXAMINATION .....

**(3) CIRCULATORY SYSTEM**

PULSE ..... BLOOD PRESSURE .....  
AUSCULTATION.....  
APEX BEAT .....VESSELS.....

**(4) RESPIRATORY SYSTEM**

NOSE ..... THROAT .....  
CHEST .....  
AUSCULTATION.....

2

**(5) AUDITORY SYSTEM**

EARS.....

<b>HEARING</b>	<b>EARDRUMS</b>
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RIGHT .....  
LEFT .....

**(6) VISION**

EYES.....  
ACUITY (CORRECTED) ..... (UNCORRECTED).....  
FIELD..... COLOUR .....

**(7) UROGENITAL SYSTEM**

GENITALIA ..... KIDNEYS .....  
FOR WOMEN – LMP ..... PARA.....  
P.V. .... BREASTS.....  
PAP SMEAR IF POSSIBLE.....

**(8) LOCOMOTOR SYSTEM**

LIMBS .....  
GAIT ..... DEFORMITY .....

(9) NERVOUS SYSTEM

TEMPERAMENT.....

MENTAL STATE .....

CRANIAL NERVES .....

SUPERFICIAL REFLEXES .....

MEDICAL WORK-UP (PROVIDE ALL FILMS AND REPORTS)

CHEST X-RAY .....

ELECTROCARDIOGRAM .....

STOOL EXAMINATION .....

URINALYSIS .....

BLOOD

HAEMOGRAM .....

SEROLOGY (KHAN/VORL) .....

BIOCHEMICAL TESTS (LIVER/KIDNEY FUNCTION TESTS, URIC ACID, BLOOD, SUGAR, ETC...)

.....

HAEMOGLOBIN ELECTROPHORESIS .....

(11) OTHER CONDITIONS (if any)

.....  
.....  
.....

(12) MEDICAL OPINION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I HAVE EXAMINED

MR./MRS./MS. .... AND FOUND HIM/HER MEDICALLY FIT FOR EMPLOYMENT. HE/SHE IS CURRENTLY ON / NOT ON TREATMENT (SPECIFY IF ANY)

.....  
.....

DATE ...../...../.....

OFFICIAL STAMP

PHYSICIAN'S SIGNATURE .....

PHYSICIAN'S FULL NAMES

.....



**PAN AFRICAN POSTAL UNION**  
General Secretariat

Passport-size  
photograph

## APPLICATION FOR ELECTIVE POSITION

### PERSONAL HISTORY FORM

<p><b>Take note</b></p> <p>Kindly respond to each question clearly and completely in block letters and provide all information requested.</p>	<p><b>Do not write in this space</b></p> <p>Date of receipt:</p>
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Member State/Postal Administration of origin
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Applying for position of
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<b>1. PERSONAL INFORMATION</b>				
Name of applicant	Nationality	Date of birth		
Current job title	Marital status	Number of children		
	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Names and Ages of children 1. 2. 3. 4.		
Contact address				
<b>2. EDUCATION – (kindly attach certified copies of qualifications)</b>				
<b>2.1 University background/ Higher education</b>				
University name and country	Years of study		Qualifications obtained	Specialization
	From	To		


**2.2. Other relevant training courses**

Indicate any other training courses taken in your area of specialization.

Training institution name and country	Duration		Qualifications obtained	Specialization
	From	To		

### 3. LANGUAGE PROFICIENCY – Tick the appropriate box to indicate your proficiency level

#### Proficiency level

Very good: Highly proficient in speaking, writing and reading the language  
 Good: Able to converse with ease, and read and write complex documents  
 Basic: Able to hold a simple conversation

French	English	Other AU language*	Other AU language*
Read <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Read <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Read <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Read <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good
Write <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Write <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Write <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Write <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good
Speak <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Speak <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Speak <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Speak <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good
Understand <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Understand <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Understand <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good	Understand <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Very      Good      Basic good
		*Specify the AU language (Arabic, Spanish, Portuguese or any other official African language)	*Specify the AU language (Arabic, Spanish, Portuguese or any other official African language)

#### 4. WORK EXPERIENCE

Starting with your current job, indicate in reverse chronological order all positions you have held, highlighting any outstanding experience that may be relevant in assessing your suitability for the vacancy.  
 State each position on a separate line and add extra sheets if necessary.

#### 4.1 Current or last job

Name and address of employer:

Job title:

Period and hierarchical status of job:

Dates		Job description
From	To	

#### 4.2 Other jobs held, starting from the most recent one (For each job, provide the information requested below separately on tables or extra sheets)

Name and address of employer if different from those mentioned above:

Job title:

Period and hierarchical status of job:

Dates		Job description
From	To	

**5. ADDITIONAL INFORMATION**

Indicate any other relevant assets (skills, knowledge, etc...) that may be relevant to your application.

**6. SIGNATURE**

6.1 Candidate:

I hereby certify that the foregoing information is true and accurate.

Date and place:

Signature:

6.2 Supervisory authority:

Signatory's full names and title

Date and place:

Signature

Official stamp