

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

Title of Post Translator/Interpreter (English/French)	Grade P₃	Projected date of entry into service 1st December 2025	Date of first publication of notice 21st August 2025
Service or administrative unit Cabinet Office		Duty Station Arusha (Tanzania)	Deadline for receipt of applications 14th November 2025

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

Reporting directly to the Assistant Secretary General, the successful applicant will be responsible for the translation of documents and simultaneous interpretation during meetings from English into French language to ensure that people can communicate with each other despite speaking different languages.

2. Principal Accountabilities

Under the general authority of the Secretary General, and the direct supervision of the Assistant Secretary General, the incumbent is responsible for the following tasks:

- Ensuring proper, reliable, efficient and fast translation of assigned documents and texts from English into French language and vice-versa;
- Certifying the highest standard of accuracy and maintain the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology;
- Oversee translation of texts in the Union's working languages;
- Keeping, maintaining and retrieving all translated documents in a manner consistent with Union policy;
- Ensuring that all texts exist in English and French versions;
- Interpreting during Plenipotentiary Conference, Administrative Council Sessions, Administrative/Technical Committees, and other meetings;
- Coordinate the interpretation functions during Conference, Council Sessions, Workshops, and other meetings;
- Present periodic reports on interpretation/translation services to Management or any other Authority as may be deemed necessary;
- Carrying out any other duties which may be assigned by the Assistant Secretary General or the Secretary General.

B. JOB PROFILE

1. Qualifications and Experience

i. Education and Experience

- Must have a minimum of a First level University Bachelors' Degree (or equivalent) in linguistics or languages especially French and English languages; or
- A minimum seven (7) years relevant experience; in interpretation and translation;
- A professional qualification in a recognized Interpretation/Translation Institution will be an added advantage.

ii. Knowledge and Skills

- Computer skills and knowledge of packages such as E-mail, internet, and social media platforms
- Excellent knowledge of Word and PowerPoint
- Basic knowledge of Excel
- Ability to identify and prioritize activities and assignments
- External environment orientation and international affairs environment
- Excellent command of both English and French languages, both spoken and written

iii. Core Competences

- Demonstrate professionalism abilities;
- Strong sense of rigour
- Good interpersonal skills and flair, laced with flexible and mature disposition
- Strong analytical and negotiation skills, ability to take initiatives and cooperate with others
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature disposition
- Ability to handle assignments comprehensively, effectively and confidentially
- Excellent verbal and written communication skills, demonstrated ability to take initiative and work independently as well as collaboratively as a team player and with flexibility to fit into a dynamic environment
- Credibility, good judgment, honesty and integrity in line with the core values of the Union
- Ability to engage with various stakeholders

C. TERMS AND CONDITIONS OF SERVICE

The following conditions of service based on the current Staff Rules and Regulations will apply:

1) Basic Salary

Grade P3 US\$ 28,984 per annum.

2) Dependency Allowance

US\$ 1,449.20 per annum for unremunerated spouse

US\$ 200 per annum for eligible dependent child who is not up to 21 years up to maximum of four (4) children

- 3) **Education allowance**
US\$ 5,000 per annum and 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
- 4) **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 from time to time. The present rate is 42% equivalent to USD 12,173.28 per annum
- 5) **Housing Allowance**
USD 11,750.42 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
- 6) **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.
- 7) **Medical Scheme**
80% of the cost of medical expenses for successful staff and eligible dependents will be borne by the Union
- 8) **Life Insurance Scheme**
Group Life Insurance is provided at the cost of the Union
- 9) **Annual Leave**
28 working days for each year of completed service
- 10) **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 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.
- 11) **Salaries and other emoluments** paid by the Union to non-Tanzanians are exempted from Income Tax in the United Republic of Tanzania.

Note: the words “He” and “His” apply to both sexes.