



REF: PAPU/CL/GS/AF/H/042

DATE: 21 AUG 2025

TO: PAPU MEMBER STATES

- Ministries in Charge of the Post
- Regulatory Authorities
- Designated Operators

Dear Sir/Madam,

SUBJECT: Call for Applications for the Position of "Translator/Interpreter (English/French)" Grade P3, at the General Secretariat of the Pan African Postal Union.

1. This is to inform PAPU Member States of a vacancy, in the P3 Grade, for the position of 'Translator/Interpreter (English/French)', at the General Secretariat of PAPU.

2. Qualifications required

The post is to be filled by an Expert having a first-level University bachelor's degree (or equivalent) in English or French and an additional diploma in interpretation and translation.

3. Experience

At least seven (7) years of relevant working experience in interpreting and translating English and French. Previous work experience in an international organization will be an added advantage.

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, considering equitable geographical distribution regarding the continent's sub-regions, gender, and language balance. The paramount consideration will be securing the services of people with the highest efficiency, competence, and integrity standards 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 both **French** and **English**. The accuracy of the information supplied on the form must be certified **only by the Permanent Secretary/Director General/Chief Executive Officer of the Postal Organization** before forwarding the application. This form must be accompanied by a recent passport-sized photograph of the applicant, a handwritten application for employment, a detailed Curriculum Vitae, a certificate of no criminal record, and certified **true copies** of the requisite certificates/testimonials.

6. Medical examination

Candidates must be in good physical and mental health. The successful candidate must first undergo a medical examination in his/her own country before recruitment. The Consultant Physician shall **carry out this examination for the Postal Authority** concerned. The medical report from the doctor should be attached to the Application Form. If circumstances require, the person concerned 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 (1) year with a possible maximum extension to eighteen (18) months. After successful completion of the one-year or the eighteen-month probation period and subject to good performance based on annual reviews, the successful candidate may subsequently be engaged on renewable three-year fixed-term appointments as a continuing regular staff.

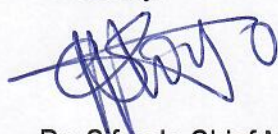
8. Taking up appointment

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.

9. Terms and conditions of service

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

Sincerely,



Dr. Sifundo Chief Moyo
SECRETARY GENERAL

