

THE UNITED REPUBLIC OF TANZANIA
TANZANIA COMMUNICATIONS REGULATORY AUTHORITY
ISO 9001:2015 CERTIFIED



PUBLIC NOTICE

VACANCIES AT THE PAN AFRICAN POSTAL UNION (PAPU) GENERAL SECRETARIAT - DUTY STATION, ARUSHA

The United Republic of Tanzania (URT) is a member of the Pan African Postal Union (PAPU). On behalf of the URT, Tanzania Communications Regulatory Authority (TCRA) wishes to inform the public that PAPU invites applications from suitably qualified Tanzanians for the following posts available at the (PAPU) Headquarters in Arusha, Tanzania under 28th Ordinary Administrative Council Resolution No. 01/PAPU/AC/XXVIII/2009 as follows:

TITLE OF POST	Head Finance and Administration Department
Grade	P4
Duty Station	Arusha (Tanzania)
Service or Administrative Unit	General Secretariat of the Pan African Postal Union (PAPU).
Projected Date of Entry into Service	October 2025
Date of Publication of Notice	14 th September 2025
Deadline for Receipt of Applications	20 th September 2025
TITLE OF POST	Accounts Technician
Grade	GSA3
Duty Station	Arusha (Tanzania)
Service or Administrative Unit	Administration and Finance Department, Reports to the Accounts Officer
Projected Date of Entry into Service	October 2025
Date of Publication of Notice	14 th September 2025
Deadline for Receipt of Applications	20 th September 2025

TITLE OF POST	Security and Safety Officer in the Cabinet Office
Grade	P2
Duty Station	ARUSHA Tanzania
Service or Administrative Unit	General Secretarial of PAPU
Date of Publication	14 th September 2025
Deadline for Receipt of Applications	20 th September 2025

Details on duties, responsibilities and qualifications may be accessed on the PAPU's website: www.tcra.go.tz/documents/vacancies
Applications to be submitted to Email: vacancy@tcra.go.tz

Issued on **14th September 2025.**



Digitally Signed By JABIRI KUWE BAKARI
Sun Sep 14 15:30:20 EAT 2025

Dr. Jabiri K. Bakari
DIRECTOR GENERAL



Annex 1

JOB DESCRIPTION, PROFILE AND REMUNERATION FOR THE ACCOUNTS TECHNICIAN POSITION

POST: Title of Post Accounts Technician	Grade GSA3	Projected Date of Entry into Service 1st October 2025	Date of Publication of Notice 5th August 2025
Service or Administrative Unit Administration and Finance Department		Duty Station Arusha (Tanzania)	Deadline for Receipt of Applications 29th August 2025

JOB DESCRIPTION

1. REPORTS TO THE ACCOUNTS OFFICER

2. JOB SCOPE

The Accounts Technician shall be responsible for preparing, processing, reviewing, posting and balancing financial transactions, including payroll, accounts payable and receivable, invoices, banking transactions and reconciliation of bank accounts. This task involves financial record keeping, periodic financial reporting, processing of payroll, monthly bank reconciliation statements, tax compliance for Joint Venture income, processing of tax refunds and returns, preparation of budgets, data entry and analysis of financial information.

3. PRINCIPAL ACCOUNTABILITIES

- i) Maintains accurate and up-to-date financial records.
- ii) Records receipts and payments.
- iii) Processes payment vouchers and invoices.
- iv) Prepares Members mandatory contributory invoices.
- v) Reconciles bank statements with the cash books.
- vi) Assists with the preparation of periodic accounting reports, budget implementation reports and financial statements.
- vii) Assists in the preparation and reconciliation of the statement of financial position, income statements, and statements of cash flow.
- viii) Maintains the general ledger,
- ix) Reconciles accounts receivable and accounts payable.
- x) Assists with budget preparation.
- xi) Assists with preparation of management reports.

- xii) Monitors financial transactions.
- xiii) Assists in the processing of tax exemption refunds for the Union and the diplomatic staff
- xiv) Assists in preparation of tax returns for the PAPU Tower
- xv) Assists in the completion and submission of tax returns
- xvi) Files financial documents in physical or electronic form in an organized manner.
- xvii) Carries out any other duties as may be assigned from time to time

4. QUALIFICATIONS AND EXPERIENCE

Education and Experience

- i. Must have a minimum of Diploma in Accounting of not less than one year training or equivalent;
- ii. An Advanced Diploma qualification in Accounting would be treated as an added advantage.
- iii. A minimum five (5) years of professional experience.

Knowledge and Skills

- Computer skills and knowledge of packages i.e., E-mail, internet, social platforms
- Excellent knowledge of word, excel and power point presentation
- Good knowledge of QuickBooks accounting package.
- Excellent record keeping and experience in documentation
- Good command of English or French language, both spoken and written

Core Competences

- Good interpersonal skills and flair laced with flexible and mature disposition
- Good understanding of accounting principles, financial regulations and International Public Sector Accounting Standards (IPSAS)
- Proficiency in accounting software and other relevant computer applications
- Ability to handle assignments comprehensively, effectively and confidentially
- Strong organizational and time management skills to manage multiple tasks and meet deadlines.
- Demonstrated ability to work independently and collaboratively as a team player and with flexibility in a rapidly dynamic environment
- Credibility, good judgment, honesty and integrity in line with the core values of the Union
- Good verbal and written communication skills to interact with users, explain technical concepts, prepare reports and document issues.
- Stakeholder engagement in a multicultural and multilingual environment

5. Statutory Requirements

- Not more than 50 years
- 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 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

6. REMUNERATION

Salary grade	:	GSA/3
Basic Salary	:	USD 12,120.00 per annum
Children allowance	:	USD 200.00 per child per annum up to a maximum of 4 children who is not older than 21 years
Spouse allowance	:	5% of basic salary for unremunerated spouse whose monthly income is not up to USD 500.00
Education allowance	:	USD 5,000.00 per annum (40% for candidates from host country) for each eligible child who is at least 3 years old and less than 23 years old. The eligible child must be attending regular school



Photograph
(Passport size)

**APPLICATION FOR THE GSA3 POST
Accounts Technician**

Annex

Postal Administration				
Applicant's family name and First Name		Nationality		Date of Birth
Current position in Postal Organization		Marital Status		Number of children
		Sex ☐ Male ☐ Female		Age (s) of children ¹
University Degrees or Diplomas				
University or equivalent education Institution	Years of Study		University degrees or equivalent qualification	Area of Specialization
	From	To		
Other Courses or Diplomas				
Institution	Duration		Diplômas	Specialization
	From			

Language Proficiency

French	English	Other Language	Other Language
Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty
Write ☐ Without Difficulty ☐ average ☐ with difficulty	Write ☐ Without Difficulty ☐ average ☐ with difficulty	Write ☐ Without Difficulty ☐ average ☐ with difficulty	Write ☐ Without Difficulty ☐ average ☐ with difficulty
Speak ☐ Without Difficulty ☐ average ☐ with difficulty	Speak ☐ Without Difficulty ☐ average ☐ with difficulty	Speak ☐ Without Difficulty ☐ average ☐ with difficulty	Speak ☐ Without Difficulty ☐ average ☐ with difficulty
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Duties Performed in the Postal aOrganization and in Other Organizations

Beginning with your present position, indicate in reverse chronological order all the positions that you have held, making sure to specify any important experience that would be useful for appraising your employment record. Use a separate line for each position held, include additional sheets if necessary

Dates		Nature of your work
From	To	

Work Experience in the Field Considered ²

The Postal Organization certifies the authenticity of the foregoing	Applicant full names
Place and date of issue:	
Name of PS or Chief Executive Officer:	Place
Signature of PS/CEO	Signature of applicant

¹Names and ages of dependent children

²Detailed CV to be included



PAN AFRICAN POSTAL UNION

MEDICAL EXAMINATION REPORT FORM

DATE:/...../.....

NAME/DR/MR/MRS/MISS:

DATE OF BIRTH : SEX :

FAMILY MEDICAL HISTORY:

PERSONAL MEDICAL HISTORY:

- (a) HEREDITARY OR CONGENITAL CONDITIONS
- (b) SERIOUS OR CHRONIC DISEASES
- (c) ACCIDENTS
- (d) SURGICAL OPERATON
- (e) HOSPITALIZATION
- (f) WEIGHT CHANGE IN PAST YEAR
- (g) SKIN INFECTIONS

PRESENT 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 SYSTEMS

NOSE THROAT

CHEST

AUSCULTATION.....

(5) AUDITORY SYSTEM

EARS

HEARING

DRUMS

RIGHT

LEFT

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- (6) VISION
 EYES
 ACUITY (CORRECTED) (UNCORRECTED)
 FIELDS COLOUR
- (7) GENITOURINARY SYSTEM
 GENITALIA KIDNEYS
 FOR WOMEN – L.M.P. PARA
 P.V. BREASTS
 PAP SMEAR IF POSSIBLE
- (8) LOCOMOTOR SYSTEM
 LIMBS
 GAIT DEFORMITY
- (9) NERVOUS SYSTEM
 TEMPERAMENT
 MENTAL STATUS
 CRANIAL NERVES
 SUPERFICIAL REFLEXES
- (10) INVESTIGATION (PLEASE FORWARD ALL FILMS AND REPORTS)
 CHEST X-RAY
 ELECTROCARDIOGRAM
 STOOL EXAMINATION
 URINE ANALYSIS
 BLOOD
 HAEMORGRAM
 SEROLOGY (KHAN/VORL)
 BIOCHEMISTRY (LIVER/KIDNEY FUNCTION TESTS, URIC ACID, BLOOD SUGAR ETC)
 HAEMGLOBIN ELECTROPHORESIS
- (11) OTHERS AS INDICATED

- (12) OPINION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT I HAVE EXAMINED
 DR/MR/MRS/MISS AND FOUND
 HIM/HER TO BE MEDICALLY FIT/UNFIT FOR EMPLOYMENT HE/SHE IS ON/NOT ON TREATMENT (SPECIFY)

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

OFFICIAL STAMP

PHYSICIAN'S SIGNATURE

PHYSICIAN'S NAME

JOB DESCRIPTION, PROFILE AND REMUNERATION FOR THE SECURITY AND SAFETY OFFICER

POST B: Title of Post Security and Safety Officer	Grade P2	Projected Date of Entry into Service 1st December 2025	Date of Publication of Notice 6th August 2025
Service or Administrative Unit Cabinet		Duty Station Arusha (Tanzania)	Deadline for Receipt of Applications 26th September 2025

JOB DESCRIPTION**a) REPORTS TO THE SECRETARY GENERAL****b) JOB SCOPE**

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.

c) PRINCIPAL ACCOUNTABILITIES**1. Security Operations**

- Manages the following areas: Fire and Safety; Security Awareness; and the Pass & Identity Card administration;
- Manages, daily, the PAPU Security and Safety Unit in liaison with contracted Security companies to ensure seamless enforcement of operational policies and procedures;
- Assists in the conduct of any sensitive security investigations on the PAPU staff or the protection of PAPU assets;
- 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.
- Liaises and acts with other Departments at PAPU HQ to ensure that security operations fully and proactively support PAPU's aims and functions.
- Oversees security threat assessment and planning for close protection and other security-related activities at the PAPU Headquarters grounds;
- Conducts and coordinates regular patrol and physical security assessment of the PAPU Headquarters premises and monitors access to premises and property;
- Maintains office security by conducting physical security inspections of facilities, issuance of identity cards, background checks, and entry control;
- Conducts general security screening and ensures proper profiling of all visitors;

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



Photograph
(Passport size)

Secondment to the General Secretariat of PAPU
Position: Security and Safety Officer

Annex 3

Postal Administration				
Officer's family name and First Name		Nationality	Date of Birth	
Current position in Administration	Marital Status		Number of children	
	Gender ☐ Male ☐ Female		Age (s) of children ¹	
University degrees or diplomas				
University or equivalent education Institution	Years of Study		University degrees or equivalent qualification	Area of Specialization
	From	To		
Other courses or diplomas				
Institution	Duration		Diplômas	Specialization
	From	To		

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Rep. Unie de Tanzanie

Website
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E-mail Address
Adresse E-mail
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Language proficiency

French	English	Other Language	Other Language
Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty
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Duties performed in the postal administration and in other organizations

Beginning with your present position, indicate in reserve chronological order all the positions that you have held, making sure to specify any important experience that would be useful for appraising your employment record. Use a separate line for each position held, include additional sheets if necessary

Dates		Nature of your work
From	To	

Work experience in the field considered ²

The Postal Administration certifies the authenticity of the foregoing and agrees to continue payment of Officer's salary for the duration of the secondment.	Officer's full names
Place and date of issue:	
Name of PS or DG/CEO:	Place
Signature of PS or DG/CEO	Signature of Officer

¹Names and ages of dependent children

²Detailed CV to be included



PAN AFRICAN POSTAL UNION

MEDICAL EXAMINATION REPORT FORM

DATE:/...../.....

NAME/DR/MR/MRS/MISS:

DATE OF BIRTH : SEX :

FAMILY MEDICAL HISTORY:

PERSONAL MEDICAL HISTORY:

- (a) HEREDITARY OR CONGENITAL CONDITIONS
- (b) SERIOUS OR CHRONIC DISEASES
- (c) ACCIDENTS
- (d) SURGICAL OPERATON
- (e) HOSPITALIZATION
- (f) WEIGHT CHANGE IN PAST YEAR
- (g) SKIN INFECTIONS

PRESENT 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 SYSTEMS

NOSE THROAT

CHEST

AUSCULTATION.....

(5) AUDITORY SYSTEM

EARS

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Website
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E-mail Address
Adresse E-mail
sc@papu.co.tz

- (6) VISION
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 ACUITY (CORRECTED) (UNCORRECTED)
 FIELDS COLOUR
- (7) GENITOURINARY SYSTEM
 GENITALIA KIDNEYS
 FOR WOMEN – L.M.P. PARA
 P.V. BREASTS
 PAP SMEAR IF POSSIBLE
- (8) LOCOMOTOR SYSTEM
 LIMBS
 GAIT DEFORMITY
- (9) NERVOUS SYSTEM
 TEMPERAMENT
 MENTAL STATUS
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 CHEST X-RAY
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 STOOL EXAMINATION
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 BIOCHEMISTRY (LIVER/KIDNEY FUNCTION TESTS, URIC ACID, BLOOD SUGAR ETC)

 HAEMGLOBIN ELECTROPHORESIS
- (11) OTHERS AS INDICATED

- (12) OPINION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT I HAVE EXAMINED
 DR/MR/MRS/MISS AND FOUND
 HIM/HER TO BE MEDICALLY FIT/UNFIT FOR EMPLOYMENT HE/SHE IS ON/NOT ON TREATMENT (SPECIFY)

.....

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

OFFICIAL STAMP

PHYSICIAN'S SIGNATURE

PHYSICIAN'S NAME

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 Téléphone
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 P.O Box 6026, Arusha 23000
 United Rep. of Tanzania
 Rep. Unie de Tanzanie
 United Rep. of Tanzania

Website
 Site Web
www.upap-papu.africa

E-mail Address
 Adresse E-mail
sc@papu.co.tz

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

Title of Post Head, Finance, and Administration Department	Grade P4	Projected date of entry into service 1st December 2025	Date of publication of notice 28th July 2025
Service or administrative unit Finance and Administration Department		Duty Station Arusha (Tanzania)	Deadline for receipt of applications 25th September 2025

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

- Reporting directly to the Secretary General, the successful applicant will be responsible for the management of the Finance, and Administration Department that is mandated with the development, and implementation of financial, accounting, budgetary, and administrative management policies; support services that include procurement, optimization of human resources, management of the Union's fleet, and provision of necessary logistics for the good functioning of the General Secretariat.

2. Principal Accountabilities**a. Supervision of the Department.**

Manages the Department in the attainment of the Strategic Objectives of the Union relating to finance and human resources management matters;

- Oversees the implementation of decisions, resolutions, and recommendations of the Plenipotentiary Conference, Council of Administration, and Finance/Administration Committee, and its relevant Working Groups;
- Proposes and updates a Work Plan that best meets the Union's Strategic Plan and Objectives, and identifies funding options;
- Monitors internal adherence to Financial Regulations, Staff Rules, and Regulations, and Accounting Procedure Manual, Administrative Circulars in line with good corporate practice.

b. Financial management

- Develops financial, and accounting management policies, strategies, and procedures, monitors their implementation, reviews their relevance, and takes appropriate measures to optimize the management of the Union's resources;
- Coordinates and supervises all accounting transactions, the periodic production of management accounts, financial statements, activity reports, and programme management reports.

- Promotes best management systems and practices; develops internal controls; ensures transparency and justification for expenditure.
- Ensures the proper application of the Financial Rules and Regulations; Accounting Manual, and policies; procedures established through Administrative Circulars;
- Oversees the timely settlement of obligations like payment of staff salaries, allowances, pensions, entitlements to members of Staff of the General Secretariat; payments to suppliers, and other service providers; leveraging suitable technology, and simplified accounting processes;
- Liaises with the External Auditor; organizes the annual auditing of the Union's financial statements, and ensures implementation of the recommendations contained in the management letter as appropriate;
- Manages the cash-flow of the Union;
- Manages the cash assets and current accounts; all payment transactions, preparation, cashing, and endorsement of cheques;
- Sources funds for implementation of projects and scheduled activities;
- Enhances revenue collection through identification of other revenue sources;
- Pursues collection of Annual Mandatory Contributions from member states; invoicing, and acknowledgement of receipt of Member States' annual, and other financial contributions;
- Certifies bank reconciliation statements, and cash books;
- Supervises the preparation of periodic, and annual financial statements;
- Supervises the processing of vouchers, and disbursement of funds;
- Manages the imprest system to ensure availability of funds to meet daily cash requirements;
- Implements International Public Sector Accounting Standards, and International Financial Reporting Standards;
- Monitors, and advises on Union portfolio of investments including reserve/idle funds, PAPU Tower etc.

c. Budget

- Initiates, and participates in the preparation of the Union's annual/quadrennial budgets in liaison with other departments;
- Coordinates, and finalizes annual draft budgets; and implements the approved budget;
- Initiates measures for prudent financial management, monitors current levels of expenditures against the budget, and advises on likely under/overspending of credits;
- Evaluates budget performance and prepares budget control reports.

d. Human Resources Management

- Ensures that the HR Policies of the General Secretariat are benchmarked to respond effectively to expectations of Stakeholders like Member States, General Secretariat staff, and management;
 - Proposes modern management tools that enhance the effectiveness and efficiency of the General Secretariat's human resources;
 - Manpower Planning and Development by implementing short-term, medium-term, and long-term manpower resourcing constantly to achieve Union objectives.
 - Coordinates the human resources for the General Secretariat through the implementation of recruitment procedures, staff selection, appointments, and induction of new staff;
 - Ensures efficient administration of staff Salaries and Benefits through the supervision and monitoring of the Union's payroll system;
 - Ensures implementation of Performance Management processes and manages leave days i.e., annual, home, and compassionate leave;
 - Ensures processing of pension and benefits administration for retiring staff;
 - Manages all job evaluation, grading, and classification exercises, and their implementation; coordinates preparation, and harmonization of job descriptions
- Promotes harmonious Employee Relations, Health, Safety, and Employee Welfare

e. Procurement activities

- General coordination and supervision of the management of procurement, stores, travel, and transport services of the General Secretariat per the Union's Acts, Decisions, Resolutions, Policies, Rules, and Circulars.
- Plans and coordinates the procurement of goods and services for the General Secretariat;
- Ensures the implementation of the PAPU Procurement Manual for all procurements;
- Ensures acquisition of goods/services at the best, most favourable prices, and best quality;
- Ensures maintenance of up-to-date market data on market changes that can affect the supply and prices of goods;
- Analyzes sales patterns and inventory levels of existing stock,
- Preparing and processing of purchase orders per the Union's procurement procedures;

f. Logistics and Support

- Ensures provision of working tools necessary for the delivery of services, and improvement of performance;
- Ensures facilitation of staff, and delegates/official visitors' travels;
- Supervises the maintenance of the cleanliness of the offices and the surrounding environments;
- Facilitates acquisition of residential accommodation for elected officers, and/or newly recruited staff;
- Facilitates the provision of interpretation and translation services at Conferences/meetings.
- Manages all materials and logistics required to organize meetings at the General Secretariat.
- Liaises with external partners that provide services to staff at the General Secretariat, e.g., insurance, banks, and others.

g. Secretarial Functions at Meetings

- Performs Secretariat functions for the Finance and Administration Committee of the PAPU Administrative Council;
- Coordinates the Secretariat of the Working Groups, Task forces, and Ad hoc Focus Teams under the Finance and Administration Committee;
- Represents the Department at internal meetings or committees.

h. Any Other Duties

- Performs any other duties that the Secretary General may reasonably assign.

B. JOB PROFILE

1. Qualifications and Experience

Education and Experience

- University Bachelor's degree (or equivalent) in Accounting or Finance with a minimum of 12 years relevant experience in public sector accounting or management; or
- University Master's Degree (or equivalent) in the field of Finance or Management with a minimum of 10 years' relevant experience in the public sector accounting or management,
- A minimum of 5 years' working experience must have been spent at a **management level** as at the time of recruitment.
- Membership of a professional accounting body is an added advantage..

2. Knowledge and Skills

- Knowledge of applicable International Public Sector Accounting Standards (IPSAS)
- Knowledge of economic trends, interest rates, foreign exchange rates, and price levels for effective investment and loans administration

- Excellent Computer skills, and knowledge of QuickBooks Premier accounting software, Microsoft packages including Excel, Word, and PowerPoint, as well as Email, internet, and social platforms
- Good record keeping and experience in documentation
- Ability to identify priority activities and assignments
- External environment orientation, and international affairs environment
- Excellent command of spoken and written English or French.

3. **Core Competences**

- High professional ethics, integrity, expertise, and strategic leadership abilities;
- Strong analytical skills and a sense of rigour with excellent analysis, drafting, report presentation, and
- Excellent interpersonal skills, influence skills, and flair laced with a flexible and mature disposition
- Strong negotiation skills, sound judgment, and decisiveness
- Troubleshooting, creative problem solving, tact, diplomacy, courteous, and mature
- Ability to handle assignments comprehensively, effectively, and confidentially, and ability to work under pressure, and manage a multicultural team
- Excellent verbal and written communication skills, ability to work independently
- A Team player, results-oriented with flexibility to fit into a dynamic environment
- Knowledge of business processes, and effective Stakeholder engagement

C. TERMS AND CONDITIONS OF SERVICE

The following conditions of service will apply for the position:

- 1) **Basic Salary**
Grade P4 US\$35,046 per annum.
- 2) **Dependency Allowance**
US\$1,752.30 per annum for unremunerated spouse
US\$200 per annum for an eligible dependent child who is not up to 21 years, up to a maximum of four (4) children
- 3) **Education allowance**
US\$5,000 per annum, 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
- 5) **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, occasionally. The present rate is 42% equivalent to USD 14,719.32 per annum
- 6) **Housing Allowance**

USD 13,824 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.

7) **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.

8) **Medical Scheme**

80% of the cost of medical expenses for successful staff, and eligible dependents will be borne by the Union

9) **Life Insurance Scheme**

Group Life Insurance is provided at the cost of the Union

10) **Annual Leave**

28 working days for each year of completed service

11) **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 an 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.

12) **Salaries and other emoluments** paid by the Union to non-Tanzanians are exempted from Income Tax in the United Republic of Tanzania.

Note: "He" and "His" apply to both sexes.





Photograph
(Passport size)

APPLICATION FOR THE P4 POST
Head, Finance and Administration Department

Annex

Postal Administration				
Applicant's family name and First Name		Nationality		Date of Birth
Current position in Postal Organization		Marital Status ¹		Number of children
		Gender ☐ Male ☐ Female		Age (s) of children ²
University Degrees or Diplomas				
University or equivalent education Institution	Years of Study		University degrees or equivalent qualification	Area of Specialization
	From	To		
Other Courses or Diplomas				
Institution	Duration		Diplômas	Specialization
	From	To		

Language Proficiency

French	English	Other Language	Other Language
Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty	Read ☐ without difficulty ☐ average ☐ with difficulty
Write ☐ Without Difficulty ☐ average ☐ with difficulty	Write ☐ Without Difficulty ☐ average ☐ with difficulty	Write ☐ Without Difficulty ☐ average ☐ with difficulty	Write ☐ Without Difficulty ☐ average ☐ with difficulty
Speak ☐ Without Difficulty ☐ average ☐ with difficulty	Speak ☐ Without Difficulty ☐ average ☐ with difficulty	Speak ☐ Without Difficulty ☐ average ☐ with difficulty	Speak ☐ Without Difficulty ☐ average ☐ with difficulty
Understand ☐ Without Difficulty ☐ average ☐ with difficulty	Understand ☐ Without Difficulty ☐ average ☐ with difficulty	Understand ☐ Without Difficulty ☐ average ☐ with difficulty	Understand ☐ Without Difficulty ☐ average ☐ with difficulty

Duties Performed in the Postal aOrganization and in Other Organizations

Beginning with your present position, indicate in reverse chronological order all the positions that you have held, making sure to specify any important experience that would be useful for appraising your employment record. Use a separate line for each position held, include additional sheets if necessary

Dates		Nature of your work
From	To	

Work Experience in the Field Considered ³

The Postal Organization certifies the authenticity of the foregoing		Applicant Name:
Place and date of issue:		
Name of Certifying Officer:		Place and date
Signature & Stamp		Signature

¹Marriage certificate

²Names and ages of dependent children

³Detailed CV to be included



PAN AFRICAN POSTAL UNION

MEDICAL EXAMINATION REPORT FORM

DATE:/...../.....

NAME/DR/MR/MRS/MISS:

DATE OF BIRTH : SEX :

FAMILY MEDICAL HISTORY:

PERSONAL MEDICAL HISTORY:

- (a) HEREDITARY OR CONGENITAL CONDITIONS
- (b) SERIOUS OR CHRONIC DISEASES
- (c) ACCIDENTS
- (d) SURGICAL OPERATON
- (e) HOSPITALIZATION
- (f) WEIGHT CHANGE IN PAST YEAR
- (g) SKIN INFECTIONS

PRESENT 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 SYSTEMS**

NOSE THROAT

CHEST

AUSCULTATION.....

(5) **AUDITORY SYSTEM**

EARS

HEARING

DRUMS

RIGHT

LEFT

(6) VISION
EYES
ACUITY (CORRECTED) (UNCORRECTED)
FIELDS COLOUR

(7) GENITOURINARY SYSTEM
GENITALIA KIDNEYS
FOR WOMEN – L.M.P. PARA
P.V. BREASTS
PAP SMEAR IF POSSIBLE

(8) LOCOMOTOR SYSTEM
LIMBS
GAIT DEFORMITY

(9) NERVOUS SYSTEM
TEMPERAMENT
MENTAL STATUS
CRANIAL NERVES
SUPERFICIAL REFLEXES

(10) INVESTIGATION (PLEASE FORWARD ALL FILMS AND REPORTS)
CHEST X-RAY
ELECTROCARDIOGRAM
STOOL EXAMINATION
URINE ANALYSIS
BLOOD
HAEMORGRAM
SEROLOGY (KHAN/VORL)
BIOCHEMISTRY (LIVER/KIDNEY FUNCTION TESTS, URIC ACID, BLOOD SUGAR ETC)
HAEMGLOBIN ELECTROPHORESIS

(11) OTHERS AS INDICATED
.....
.....
.....

(12) OPINION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT I HAVE EXAMINED
DR/MR/MRS/MISS AND FOUND
HIM/HER TO BE MEDICALLY FIT/UNFIT FOR EMPLOYMENT HE/SHE IS ON/NOT ON TREATMENT (SPECIFY)

.....
.....

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

OFFICIAL STAMP

PHYSICIAN'S SIGNATURE

PHYSICIAN'S NAME