



Annex 1

JOB DESCRIPTION, PROFILE, AND REMUNERATION FOR THE VACANT POSITION

POST A: Title of Post Human Resources and Administration Officer	Grade P1	Projected Date of Entry into Service 13th January 2025	Date of Publication of Notice 16th October 2024
Service or Administrative Unit Finance and Administration Department		Duty Station Arusha (Tanzania)	Deadline for Receipt of Applications 30th November 2024

JOB DESCRIPTION

a) REPORTS TO THE HEAD OF FINANCE AND ADMINISTRATION DEPARTMENT

b) JOB SCOPE

The Human Resources and Administration function within the PAPU General Secretariat serves to develop and implement proactive Human Resource Management, Procurement and General Administration strategies in support of the Pan African Postal Union's Mission and Strategic Plan.

c) PRINCIPAL ACCOUNTABILITIES

Manpower Planning and Development.

- Develops and recommends to the Secretary General, policies and strategies for ensure a continuous manpower planning process.
- Implements, short-, medium- and long-term manpower planning processes to ensure that manpower resourcing achieves Union objectives at all times.
- Recommends and implements Staff Rules and Regulations, policies and plans aimed at attracting and retaining the best skills to the Union, to pro-actively abet strategic skills shortages at the General Secretariat.
- Implements an ongoing Manpower Development Programme on the basis of Personal Development Plans, so as to ensure that all staff have the necessary skills/proficiencies to carry out their duties and achieve their objectives at unit level.
- Programming and organization of training, and evaluation of results, making sure the training actually meets the needs of the post held;

- Gradual development and implementation of tools for workforce planning, career management using a workforce database to be developed following the practice at the African Union);
- Proposes review of human resources manual;

Recruitment and promotions

- Recommends policy changes and implements in a transparent, effective and efficient way policies, processes and administrative controls for staff selections, recruitment, appointments, induction of new staff, promotions and terminations.

Salaries and Benefits

- In line with Staff Rules and Regulations, Human Resources policies and procedures, implement processes and all associated administrative controls; and Management Information Systems; for staff salary payments, loans administration, salary benefits and remuneration related issues.
- Administers pay roll, compensation and benefits for all General Secretariat employees;
- Processes and manages leave days i.e., annual, home and compassionate leave;
- Participates in salaries negotiations, contracts and working conditions for locally recruited staff;
- Initiation and implementation of approved staff welfare packages;
- Pension and benefits administration for retiring staff;
- Monitor Pension Administration for General Secretariat Employees

Performance Management

- Implements, in collaboration with General Secretariat Management, a Performance Management System and supporting administrative processes which provide all staff with role clarity and performance objectives in support of the overall Union Strategic Plan.
- Develops and recommends policies aimed at implementing a recognition and reward system which identifies and reinforces positive performance of individuals so as to encourage excellent performance, boost individual morale and productivity to the ultimate benefit of the Union.
- Co-ordinates evaluation and appraisal of staff performance;

Job Evaluation and Job Grading

- Manages the Job Evaluation System and its supporting administrative processes, ensuring that all policies and procedures relating thereto are enforced for the benefit of employees and the Union alike.
- Advises General Secretariat management on job grading appeals.
- Handles all issues related to working conditions of independent contractors and other personnel hired by the General Secretariat on a short-term basis;

Industrial Relations and Communications

- Ensures harmonious employee relations, through implementation of benchmarked labour policies and procedures enforced for the benefit of the Union and its staff.
- Maintains cordial working relationships with the Staff Association representatives on issues of mutual interest to the mutual benefit of the Union and its staff.
- Develops and implements a comprehensive system of internal communications to keep staff informed of current and planned developments within the Union.
- Advising staff on Staff Rules and Regulations;
- Implementation of disciplinary measures;

Health, Safety and Employee Welfare

- Implements health and employee welfare policies and best practices, including adherence to other forms of legislation aimed at safeguarding the interests of the Union and its employees.
- Administers all issues related to health insurance, social insurance, and workers compensation;
- Health and safety management;

General Administration

- Facilitation General Secretariat staff and delegates/official visitors travels;
- Maintenance of cleanliness and presentability of PAPU HQ offices and surrounding environments;
- Facilitation of residential accommodation and processing of resident permits for elected officers and newly recruited staff
- Facilitating application of entry visas for official delegates and General Secretariat guests.
- Handles all administrative issues related to missions, travel, relocations, etc.;
- Maintenance of security of PAPU Head Quarters premises;

Procurement

- Planning and coordination of procurement of goods and services for the General Secretariat;
- Implementation of suitable procurement methods for goods and services
- Evaluation of suppliers;
- Ensuring acquisition of goods/services on time at most favourable prices and best quality;
- Carry out market intelligence on the availability and prices of goods and services
- Preparing and processing of purchase orders in accordance with the Union's procurement procedures
- Propose and implement the Union's Procurement Policy

Secretariat Duties

- Performs Secretariat role for Human Resources Management Working Group and overseeing the implementation and monitoring of decisions made therein
- Performing any other administrative tasks assigned to him/her occasionally.

d) QUALIFICATIONS AND EXPERIENCE

Education and Experience

- Must have a minimum of First level University degree (Bachelor's or equivalent) in Human Resources, Business Administration, Management,
- 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 Human Resources Management.

Knowledge and Skills

- 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 environment

Core Competencies

- Good interpersonal skills and flair laced with flexible and mature disposition
- Strong analysis and negotiation skills.
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature
- Ability to handle assignments comprehensively, effectively and confidentially
- 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
- Excellent analytical, communication, report writing, presentation and influence skills
- Stakeholder engagement

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 for two (2) consecutive years

- He/she is not a child/spouse, brother, sister, father, or mother of a member of a staff

e) **REMUNERATION**

- To maintain the seconded staff member's contractual salary, allowances, and benefits in line with the sponsoring Agency's Employment Policy. (disbursed to employee directly)
- To be paid and disbursed by the sponsoring Postal Organization to the Pan African Postal Union on a monthly basis by the 15th of every month:

Salary grade	:	P2/1
Secondment Allowance month)	:	USD 9,000.00 per annum (USD 750 per

