



**REF: CL/PAPU/GS/PRL/AF/H/051**

**DATE: 16 OCT 2024**

**Our Ref: CL/PAPU/GS/PRL/AF/H/056 dated 29<sup>th</sup> September 2023**

**CL/PAPU/GS/PRL/AF/H/041 dated 6<sup>th</sup> September 2024**

**TO: MEMBER STATES OF THE PAN AFRICAN POSTAL UNION**

- **Ministers in Charge of Posts**
- **Regulatory Authorities**
- **Designated Operators**

Dear Sir/Madam,

**RE, CALL FOR THE SECONDMENT OF HUMAN RESOURCES AND ADMINISTRATION OFFICER TO PAPU GENERAL SECRETARIAT**

Further to circular reference numbers CL/PAPU/GS/PRL/AF/H/056 and CL/PAPU/GS/PRL/AF/H/041 dated 29<sup>th</sup> September 2023 and 6<sup>th</sup> September 2024 respectively, I have the honour to bring to your kind attention an amended request for the secondment of the Human Resources and Administration Officer to the Union's General Secretariat based on the decision of the 42<sup>nd</sup> Ordinary Administrative Council.

I am therefore, once again, appealing to willing and interested Member States to avail a qualified and competent staff matching the detailed description of the Human Resources and Administration Officer's profiles, terms, and conditions for secondment to the Union in line with the attached annexures. This exciting opportunity to work for an international organization and acquire valuable experience must be circulated to your interested officers. It is incumbent on your Postal Administration to shortlist the applicants and recommend the most suitable (one) candidate for consideration

As you are aware, the 42<sup>nd</sup> PAPU Administrative Council by Decision No.02/PAPU/AC/XLII/2024 (copy attached) amended the Secondment Allowance of the seconded staff and also ensured observance of the sanctity of the employment contractual conditions between the Sponsoring Agency and the seconded employee.

The revised terms of Secondment are supporting the Total-Cost to the seconding Member State and the newly approved Decision will achieve the following;

- i) The PAPU General Secretariat will access suitable human resources to fill in the approved critical vacant positions as a short to medium term stabilization measure
- ii) Member States willing to second their staff to PAPU General Secretariat, at their full cost, will now find the cost to be reasonable and affordable. The sponsoring agencies will maintain the existing employment contracts of the seconded staff in observance of the principle that seconded staff

members will revert to their previous employment status upon exhaustion of their tenure at the PAPU General Secretariat.

- iii) The Secondment Allowance for seconded employees has been set at levels that ensure their sustenance in Arusha, yet there is flexibility that the sponsoring agency can vary this amount upwards to further cushion the employee.

Your recommendation of staff for secondment to the General Secretariat will be highly appreciated if it can be received on or before 30<sup>th</sup> November 2024. A soft copy may be sent by e-mail before this deadline date.

I appreciate your usual cooperation and generous support in capacitating the General Secretariat of the Union to enable the achievement of its strategic objectives.

Yours sincerely,



Dr. Sifundo Chief Moyo  
**SECRETARY GENERAL**



**Attachments:** -Job description  
-Secondment Form  
-Medical Examination Report Form  
-Terms and Conditions of Secondment  
- Decision No.02/PAPU/AC/XLII/2024