

TERMS AND CONDITIONS OF SECONDMENT

The recruitment of staff on secondment to the General Secretariat will be conducted in line with the prevailing Staff Rules and Regulations of the Pan African Postal Union as approved at the Plenipotentiary Conference and as guided by Administrative Council Resolutions

The following terms and conditions will apply for the secondment of staff on **FULL COST** to the Sponsoring Member:

- i) Secondment will be for two years initially in line with the prevailing Staff Rules and Regulations of the Pan African Postal Union;
- ii) Subsequent yearly renewals are subject to efficient discharge of assigned responsibilities;
- iii) Seconded staff shall submit detailed Curriculum Vitae and copies of academic and professional qualifications;
- iv) Payment of Secondment Adjustment Allowance by the sponsoring Member State through PAPU bank account as outlined in annex 1;
- v) Sponsoring Agency shall maintain payment of the salary, allowances, and benefits, (subject to negotiations with employee) and pay directly to the seconded employee;
- vi) Provision of return air tickets by the sponsoring country for travels between the General Secretariat and the country of origin;
- vii) Provision of medical report certifying the physical fitness of the seconded staff prior to secondment;
- viii) Seconded staff shall comply at all times with the PAPU Staff Rules and Regulations;
- ix) Secondment Form shall be signed by the Head of the Sponsoring Agency;
- x) PAPU shall meet relevant travelling costs for official missions authorized by the General Secretariat;

- xi) PAPU will pay Installation Allowance for a maximum of five days upon arrival of the seconded staff at the General Secretariat;
- xii) PAPU will grant twenty-eight (28) days annual leave after each successful year of service;
- xiii) Medical insurance costs for staff and eligible dependents shall be 80% covered by PAPU;
- xiv) Provision of life insurance for death and permanent disability by PAPU;
- xv) The Seconded Staff must not be more than 50 years old at the time of appointment.