



**Annex 1**

**JOB DESCRIPTIONS, PROFILES AND REMUNERATION FOR THE VACANT POSITIONS**

<b>POST A:</b> Title of Post <b>Policy and Regulatory Affairs Officer</b>	Grade <b>P2</b>	Projected Date of Entry into Service <b>6<sup>th</sup> January 2025</b>	Date of Publication of Notice <b>1<sup>st</sup> October 2024</b>
Service or Administrative Unit <b>Policy, Regulatory and Legal Affairs Department</b>		Duty Station <b>Arusha (Tanzania)</b>	Deadline for Receipt of Applications <b>31<sup>st</sup> October 2024</b>

**JOB DESCRIPTION**

**a) REPORTS TO THE HEAD OF POLICY, REGULATORY AND LEGAL AFFAIRS DEPARTMENT**

**b) JOB SCOPE**

The Policy and Regulatory Affairs Officer is responsible for the development of a harmonized postal policy and regulatory framework within the PAPU Member States. The incumbent will also promote the postal sector sustainability by studying and advising on issues concerning Postal Sector Reform, Universal Service Provision, Postal Markets, Digital Inclusion through digital transformation and Quality of Service Standards.

**c) PRINCIPAL ACCOUNTABILITIES**

**1. Postal Sector Policy and Regulation Harmonization**

- Conducts a comparative analysis of postal Laws, Policies, and regulations, policies for benchmarking and harmonization purposes
- Coordinates the implementation of the African Postal Guidelines for Postal Reforms and assesses progress on the same;
- Develops a Cooperation Framework for regulatory bodies
- Develops standards and goals for quality of service expected from operators and introduce systems for assessment of performance and measurement of service quality;

**2. The Postal Sector Reforms.**

- Conducts studies and market analyses and makes recommendations on the rules, policy changes and position on the following
  - Universal Service Provision/Obligations/Funding
  - Postal regulatory reforms
  - Postal models and treatment of Extra Territorial Offices of Exchange and IMPCs
  - Designation of Government entities, Regulators and Designated Operators

- Provides policy advisory assistance in the review of Postal reform and regulatory packages at national governmental level for Member States while also developing regulatory and policy models for consideration
- Assists Member States to implement postal reforms with a view to better aligning their postal services to the socio-economic and cultural environment

### **3. The Postal Sector and Market Development**

- Researches on matters on new forms of regulation to be adopted to address the challenges arising from the fast-growing digital sector;
- Carry out research and analysis for digital transformation policy and strategy:
  - Coordinate capacity building for Digital Transformation to achieve digital economy, digital trade, digital Government, etc.
  - Identify technical assistance and capacity building requirements for projects to enhance SME access to trade networks.
  - Revision and updating of Acts and standards for digital services to reflect changing market needs.
  - Encourage creation of environment for innovation in the sector to accelerate adoption of digital platforms and rapid digital transformation
- Monitors changes to remuneration systems, governance and determination with a view to:
  - Support Member States and designated operators in governance and application of remuneration and settlement for postal accounts.
- Carry out work assigned by the Plenipotentiary Conference and/or Council on remuneration development and governance, and further to that, coordinate preparation of proposals to UPU Congresses on the same.

### **4. Secretariat Duties**

- Performs Secretariat role for the Postal Regulators Forum, and overseeing the implementation and monitoring of decisions made therein
- Performs Secretariat role for the assigned Working Group or Task Force of Policy and Regulation Committee
- Performing any other administrative tasks assigned to him/her from time to time.

### **d) QUALIFICATIONS AND EXPERIENCE**

#### **i) Education and Experience**

- Must have a minimum of University Bachelor's degree in Business, Economics, Finance, law or its equivalent.
- An Advanced Degree or Post Graduate qualification in the relevant field will be an added advantage.
- A minimum of ten (10) years of relevant professional work experience in public policy, postal sector, regulatory or legal area.

#### **ii) Knowledge and Skills**

- Computer skills and knowledge of packages i.e., E-mail, internet, social platforms
- Good record keeping and experience in documentation
- Good policy and regulatory analysis
- Excellent command of English or French language, both spoken and written
- External environment orientation and international affairs

**iii) Core Competences**

- Good interpersonal skills and flair laced with flexible and mature disposition
- Strong analytical 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 communication, report writing, presentation and influence skills
- Stakeholder engagement

**iv) Statutory Requirements**

- Not less than 30 years old and 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 current year
- 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 15<sup>th</sup> of every month:

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