



REF: PAPU/GS/AF/H/001

DATE: 06 JAN 2026

**TO: PAPU MEMBER STATES**

- Ministries in Charge of the Post
- Regulatory Authorities
- Designated Operators

Dear Sir/Madam,

**SUBJECT: Call for Applications for the Position of "Finance and Accounts Officer in the Administration and Finance Department" Grade P1/1, at the General Secretariat of the Pan African Postal Union.**

1. This is to inform PAPU Member States of a vacancy, in the P1/1 Grade, for the position of 'Finance and Accounts Officer', at the General Secretariat of PAPU.
2. **Qualifications required**

The post is to be filled by a candidate having a minimum of Degree in Accounting, Finance or equivalent plus 3 years' working experience as at the time of recruitment and fulfilling all the conditions indicated on the attached Notice of Vacancy.

**3. Applications**

- a. Member States are invited to scrutinize and submit **only one application that satisfies the specified academic and professional qualifications** in addition to the specified minimum working experience. The deadline for the receipt of applications is as indicated in the annexed Notice of Vacancy.
- b. The applicant to be recruited will be chosen after consideration of the academic and professional qualifications of the candidates recommended by the Postal Authorities of Member States of which they are nationals, taking into account equitable geographical distribution in respect of the continent's sub-regions, gender and language balance. The paramount consideration will be the necessity of securing for the Union, the services of people possessing the highest standards of efficiency, competence and integrity.
- c. Only candidates from Member States meeting the conditions stipulated by the 28<sup>th</sup> Ordinary Administrative Council, under Resolution No. 01/PAPU/AC/XXVIII/2009, paragraph VII (copy attached) will be considered.



#### 4. Application form to be completed

Applicants must complete the attached application form in **French** or **English** language. The accuracy of the information supplied on the form must be certified **only by the Director General/Chief Executive Officer of the Postal Organization forwarding the application**. This form must be accompanied by a recent passport-sized photograph of the applicant, handwritten application for employment, a detailed Curriculum Vitae, certificate of no criminal record and **certified true** copies of requisite certificates/testimonials.

#### 5. Medical examination

Candidates must be in good physical and mental health. The successful candidate will first have to undergo, before recruitment, in his/her own country, a medical examination. This examination shall be carried out by the **Consultant Physician to the Postal Authority** concerned. The medical report of this doctor should be attached to the Application Form. If circumstances so require, the person concerned may be asked to undergo a further examination in his/her country by doctors nominated at the instance of the PAPU General Secretariat. The report of these doctors shall be sent to PAPU's Consultant Physician to enable the latter to reach a definite conclusion as to the candidate's state of health.

#### 6. Period of engagement

Initially on probation for one year with a possible maximum extension to eighteen months. After successful completion of the one year or eighteen-month probation period and subject to good performance based on annual reviews, the successful candidate may subsequently be engaged on renewable fixed term appointments.

#### 7. Taking up appointment

The scheduled date for taking up the appointment is given in the Notice of Vacancy. If the successful candidate does not take up his/her appointment at the latest one month after the date of the letter of appointment, that appointment will be considered null and void, unless exceptional circumstances preventing him/her from taking up his/her duties are duly communicated to and recognized as valid by the Secretary General.

#### 8. Terms and conditions of service

The conditions of service are detailed in the afore-mentioned Notice of Vacancy.

Sincerely,



Dr. Sifundo Chief Moyo  
**SECRETARY GENERAL**

