

NOTICE OF VACANCY

Applications are invited from eligible citizens of Tanzanian aged between 30-50 years to fill the vacant position of “Personal Assistant/Confidential Secretary to the Secretary General of Pan African Postal Union” Arusha, Tanzania

Interested candidates are required to comply with the following conditions:

1. Qualifications required

- Minimum of a University Bachelors degree from a recognized university with good command of both English and French languages.
- Professional Secretarial/Business Administration qualifications, including minimum typing and short-hand speeds of 50 wpm and 100 wpm respectively will be treated as additional advantage.
- A minimum of 5 years cognate working experience;
- Knowledge of the application of computer packages (word, excel, power point, etc.) and internet application;
- Age: Between 30 - 50 years

2. Eligible candidates are required to submit their handwritten applications indicating academic and professional qualifications in addition to attestation on relevant working experience from previous employers within three weeks of publication of this notice to The Secretary General, P.O. Box 6026, Arusha, United Republic of Tanzania

3. Forms to be completed

Applicants must download and complete **Vacancy Form 03/11** on PAPU website www.upap-papu.org The accuracy of the information supplied must be certified by a prominent Tanzanian citizen not lower than the rank of Principal Administrative Officer in a Government Ministry or equivalent Agency. This form must be accompanied by a recent passport-size photograph of the applicant, hand written application for employment, detailed Curriculum Vitae, certified copies of requisite certificates/testimonials, and medical report duly certified by a Consultant Physician from Government hospital.

4. Period of engagement

Initially for two years and subject to good performance based on annual reviews, the successful candidate may subsequently be further engaged, in line with prevailing staff rules and regulations of the Pan African Postal Union.

5. **Remuneration** : Very attractive and commensurate with prevailing conditions in International Organizations

photograph
(passport size)



PAN AFRICAN POSTAL UNION
General Secretariat

APPLICATION FOR THE P1 POST
Personal Assistant/Confidential
Secretary

Applicant's family name and First Name		Nationality		Date of Birth
Position held in current employment		Marital Status		Number of children
		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Age (s) of children
University degrees or diplomas				
University or equivalent education Institution	Years of Study		University degrees or equivalent qualification	Area of Specialization
	From	To		
Other courses or diplomas				
Institution	Duration		Diplomas	Specialization
	From	To		

Language Proficiency

French	English	Other Language	Other Language
Read <input type="checkbox"/> without difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Read <input type="checkbox"/> without difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Read <input type="checkbox"/> without difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Read <input type="checkbox"/> without difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult
Write <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Write <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Write <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Write <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult
Speak <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Speak <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Speak <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Speak <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult
Understand <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Understand <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Understand <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult	Understand <input type="checkbox"/> Without Difficult <input type="checkbox"/> average <input type="checkbox"/> with difficult

Duties performed in the present and in other organizations

Beginning with your present position, indicate in reserve chronological order all the positions that you have held, making sure to specify any important experience that would be useful for appraising your employment record. Use a separate line for each position held, include additional sheets if necessary

Dates		Nature of your work
From	To	

Work experience in related field

I certified the authenticity of the foregoing	Applicant Signature
Place and date	
I do certify that all the information given by the above applicant is correct.	Place
Signature and date	Official Stamp



**PAN AFRICAN POSTAL UNION
MEDICAL EXAMINATION REPORT FORM**

DATE:/...../.....

NAME/MR./MRS/MISS:

DATE OF BIRTH :..... SEX :

FAMILY MEDICAL HISTORY :

PERSONAL MEDICAL HISTORY:

- (a) HEREDITARY OR CONGENITAL CONDITIONS
- (b) SERIOUS OR CHRONIC DISEASES
- (c) ACCIDENTS
- (d) SURGICAL OPERATON
- (e) HOSPITALIZATION
- (f) WEIGHT CHANGE IN PAST YEAR
- (g) SKIN INFECTIONS

PRESENT CONDITION:

(1) **GENERAL CONDITION** HEIGHT
 WEIGHT SKIN

(2) **DIGESTIVE SYSTEM**

TEETH TONGUE
 ABDOMEN
 LIVER SPLEEN
 HERNIA RECTAL EXAMINATION.....

(3) **CIRCULATORY SYSTEM**

PULSE BLOOD PRESSURE
 AUSCULTATION
 APEX BEAT VESSELS

(4) **RESPIRATORY SYSTEMS**

NOSE THROAT
 CHEST
 AUSCULTATION.....

(5) **AUDITORY SYSTEM**

EARS

HEARING	DRUMS
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RIGHT
 LEFT

(6) VISION
EYES
ACUITY (CORRECTED) (UNCORRECTED)
FIELDS COLOUR

(7) GENITOURINARY SYSTEM
GENITALIA KIDNEYS
FOR WOMEN – L.M.P. PARA
P.V. BREASTS
PAP. SMEAR IF POSSIBLE

(8) LOCOMOTOR SYSTEM
LIMBS
GAIT DEFORMITY

(9) NERVOUS SYSTEM
TEMPERAMENT
MENTAL STATUS
CRANIAL NERVES
SUPERFICIAL REFLEXES

(10) INVESTIGATION (PLEASE FORWARD ALL FILMS AND REPORTS)
CHEST X-RAY
ELECTROCARDIOGRAM
STOOL EXAMINATION
URINE ANALYSIS
BLOOD
 HAEMORGRAM
 SEROLOGY (KHAN/VORL)
 BIOCHEMISTRY (LIVER/KIDNEY FUNCTION TESTS, URIC ACID, BLOOD SUGAR ETC)

 HAEMGLOBIN ELECTROPHORESIS

(11) OTHERS AS INDICATED
.....
.....
.....

(12) OPINION

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT I HAVE EXAMINED
MR/MRS/MISS AND FOUND
HIM/HER TO BE MEDICALLY FIT/UNFIT FOR EMPLOYMENT. HE/SHE IS ON/NOT ON TREATMENT (PLEASE SPECIFY)
.....
.....

DATE/...../.....

OFFICIAL STAMP

PHYSICIAN'S NAME & SIGNATURE