

F. No. 17-3/2019-SPG  
Government of India  
Ministry of Communication & IT  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg  
New Delhi-01  
Dated: /03/2019

**Subject: Regarding inviting application for the position of Lecturer at Asian Pacific Postal College, Bangkok.**

Madam/Sir,

This is regarding inviting application for the position of Lecturer for Business, Finance & Human Resource Management at Asian Pacific Postal College, Bangkok. Detailed information regarding description of positions, conditions of service as well as selection criteria and the application form has been enclosed with the letter. Documents pertaining to the candidate should be included:

- Complete application form
- Letter of transmission of nomination organization
- 5 min video of candidate introducing himself/herself and addressing to the selection criteria

2. It is to inform you that all the Senior Time Scale (STS) and above Officers are eligible to apply and last date for receipt of application is 28.03.2019. The information may be submitted at [dopspg@gmail.com](mailto:dopspg@gmail.com) and [adgsgp.indiapost.gov.in](http://adgsgp.indiapost.gov.in).

Encl: As Above

  
(Dinesh Kumar Sharma)  
Director (Staff)



# ASIAN-PACIFIC POSTAL UNION

Our Ref. APPC 19/37/122 (19)-LH/kk

26 February 2019

To all APPC GB Members:  
Australia, China, India, Japan,  
Korea, New Zealand, Pakistan,  
Philippines, Sri Lanka and Thailand

**Subject: Lecturer for Business, Finance & Human Resource Management**

Dear Sir/Madam,

We are pleased to inform the APPC Governing Board member countries that the position of lecturer for Business, Finance & Human Resource Management will become vacant in August this year as the incumbent finishes his term. The nomination of qualified postal official to fill the vacancy is invited.

Detailed information regarding description of positions, conditions of service as well as selection criteria are contained in the attachment. Also enclosed herewith is an application form which completed set is required.

Documents pertaining to the candidate should include:

- Completed application form
- Letter of transmission of nominating organization
- 5 minute video of candidate introducing himself/herself and addressing to the selection criteria

The final selection of the candidates to fill vacant positions will be undertaken by the Secretary General of APPU. In order to ensure the continuity of work at the College, the organisation of the selected candidate would need to release the candidate for at least 2 years.

We appreciate it if you could distribute our announcement to your network and motivate potential candidates to submit their application package not later than 1 April 2019 *last date*

Thanking you for your attention to this matter and please accept the renewed assurances of our highest consideration.

Yours faithfully,

LIN Hongliang  
Secretary General

Encl: as stated

Postal Address

P.O. Box 1  
Laksi Post Office  
Bangkok 10210 Thailand

[www.appu-bureau.org](http://www.appu-bureau.org)

Telephone/Telefax/E-mail

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E-mail: [appu@post.thai.go.th](mailto:appu@post.thai.go.th)

**LECTURER**  
**for**  
**Business, Finance & Human Resource Management**

A lecturer with a background and knowledge in Business, Finance & Human Resource Management is required for the international staff of the Asian-Pacific Postal College based in Bangkok, Thailand.

**Description of position**

**Role**

- Design and implement training courses/ workshops as assigned by the College.
- Undertake relevant research and advisory work associated with the concerned assignment.

**Main functions**

- Act as course director of workshops/ courses assigned by the College.
- Prepare all document, timetables and activities for assigned courses/ workshops.
- Design curricula, lecture notes and participant handouts with regularly review and update to ensure relevance.
- Organize and evaluate practical activities, projects and study visits for assigned courses/ workshops.
- Conduct courses, workshops and seminar activities as required.
- Conduct advisory and consultancy mission on behalf of APPU.
- Evaluate the effectiveness of assigned courses/ workshops and prepare and present their summary reports.
- Advise the Secretary General on all matters concerning the College's activities.
- Assist course participants, other lecturing and consulting staff as required.
- Other duties associated with training and College's activities as required.

**Qualifications**

- Higher university degree or equivalent in the relevant area.
- Senior managerial experience in the field of International Postal Management.
- Excellent knowledge of operational aspects including the use of new technologies.
- Aptitudes for communication: ability to organize and conduct high level training; drafting skills as well as analytical and synthesizing power.
- Minimum 3 years of experience in logistical & operational planning and management.
- Minimum 3 years of demonstrated experience using digital marketing platforms.
- Ability to put in place, plan and manage activities including projects and to work in a multicultural environment as well as to promote the APPC and raise its profile.
- High aptitude for learning new technologies

**Conditions of Service**

**Salary**

- Starting salary : US \$ 4,826
- Post Adjustment allowance : US \$ 1,778
- Dependency allowance : US \$ 26 per month – dependent spouse  
US \$ 21 per month – each of only 2 dependent children

**Other Benefits:**

- Free accommodation is provided (modest 2 bedroom apartment with basic furnishings)
- Health insurance for staff member, spouse and eligible dependents
- Medical expenses for staff member, spouse and eligible dependent children, up to 40,000 Baht per annum each.
- Thai income tax is not payable by international staff recruited to the College, but the College is not responsible for any tax which may be incurred in the applicant's own country.
- Annual leave of 20 working days per year of service.
- Home country leave for the staff member and eligible dependents once every two years of completed service.
- Retirement benefits equal to the number of years of service by the final month's salary.

**Tenure:**

Two years including 6 months on probation.

**Selection Criteria****Essential**

- Excellent command of written and spoken English and good general communication skills.
- Demonstrated ability in teaching adults or in workplace training.
- Excellent knowledge of the theory and practice of international postal management.
- Knowledge and understanding of e-commerce and logistics
- Demonstrate successful work experience in the postal field.
- Demonstrated ability to work as a team member.

**High Desirable**

- Practical experience in international postal management
- Understanding of current adult learning principles.
- Experience in course design or curriculum development.
- Experience in working or living in a multicultural environment.
- Experience in the use of computer applications such as word processing and spreadsheet packages.
- Excellent knowledge of the postal sector and workings of APPC acquired through participation in its course/ workshop or seminar.
- Ability to contribute to other teaching area such as international post, quality improvement, business, finance and human resource management.

This will be a fixed-term contract, starting from July or August 2019 with possibility to extend.

Please submit your application package to Mr. Lin Hongliang at [linhl@appu-bureau.org](mailto:linhl@appu-bureau.org) and cc Mr. Kirati Petchkum at [admin@appu-bureau.org](mailto:admin@appu-bureau.org). Only shortlisted candidates will be contacted.

Application close: Monday, 1<sup>st</sup> of April 2019 SE Asia Standard Time

**ASIAN-PACIFIC POSTAL UNION**

**LETTER OF TRANSMISSION**

*This form is to be completed by the nominating postal administration that will forward it to Secretary General, Asian-Pacific Postal Union, P.O. Box 1, Laksi Post Office, Bangkok, Thailand 10210*

The Government/Postal Administration of: .....

.....  
 nominates : .....

as an applicant for the position of Lecturer of the Bureau of the Asian-Pacific Postal Union and certifies that:

1. all information supplied by the nominee is complete and correct; and
1. his/her proficiency in English has been appropriately tested assuring no difficulties in carrying out the duties for which he/she applies.

Please affix a  
 recent passport-  
 size photograph  
 here

.....  
 ( )  
 Signature and name of certifying official\*

.....  
 Position/Title

.....  
 Date/Month/Year

\* senior officer of postal administration or corporation

**ASIAN-PACIFIC POSTAL UNION**  
Application Form  
**PERSONAL HISTORY**

This form should be completed by the applicant in typewritten form in English. Each question must be answered clearly and completely. If necessary, additional pages of the same size may be attached.

<b>1. Name of applicant</b>						
<b>Family name</b>			<b>First name</b>		<b>Middle name</b>	
<b>2. Date of birth</b>			<b>3. Place of birth</b>		<b>4. Sex</b>	<b>5. Religion</b>
<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>City</b>	<b>Country</b>		<b>6. Marital status</b>
<b>7. Mailing address</b>					<b>8. Telephone No.</b>	
<b>9. Name of spouse</b>						
<b>10. Dependents</b>						
<b>Name</b>		<b>Date of birth</b>	<b>Name of institution and place of study</b>			<b>Level of study</b>
<b>11. Education (start with last attended institution and work backwards)</b>						
<b>Institution and place</b>		<b>Year of study</b>	<b>Major fields of study</b>		<b>Degree</b>	
<b>12. Training courses attended (start with last attended institution and work backwards)</b>						
<b>Institution and place</b>			<b>Year of Training</b>	<b>Course</b>		

13. Language known	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
French									

14. Present position	From
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15. Description of present post duties and responsibilities

16. Previous positions	From	To
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17. Description of previous duties and responsibilities



18. Training/teaching experiences

19. Experience in the field advertised (Applicants may attach a separate statement)

Note: This statement must address the Person Specifications detailed in the notice of vacancy. It should clearly show the applicants expertise in the Essential Specifications and any others in the Highly Desirable specifications.

I certify that my statement in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

.....  
Place and date

.....  
(signature and designation of authorising officer)

.....  
Place and date

.....  
(signature of applicant)

**ASIAN-PACIFIC POSTAL UNION**

**Medical Report**

To be completed by a registered medical practitioner after thorough clinical and laboratory examination including X-ray of chest.

Name of applicant	Age	Sex
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Blood Group	Allergic to
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Is the person examined in good health and enjoying full working capacity?

Is the person examined able physically and mentally to work away from his/her home?

Is the person examined free from infectious diseases (for instance, tuberculosis, trachoma, leprosy) which could present risks for both the applicant and his/her contacts during his/her assignment aboard?

.....  
( Signature and name of physician )

Date .....	Address .....
	.....
	.....
	.....