



No. 17-6 /2013-SPG
Government of India
Ministry of Communications and IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated 25.03.2013

CIRCULAR

Subject:- Coordinator, Standard and Operations.

Please find enclosed herewith a copy of Vacancy Announcement No. UPU/13/P5/FT-C/10 dated 28.02.2013 received from Universal Postal Union International Bureau Berne regarding calling for applications for Coordinator, Standard and Operations.

The eligible and willing officers may kindly inform Personnel Division latest by 05.04.2013 along with Bio data (in duplicate) so that their names may be considered for forwarding to Universal Postal Union International Bureau, Berne.

(Raj Kumar)
Director (Staff)
Tel No. 2303 6656

Copy to:

- 1) All CPMsG/PMsG
- 2) All CGMs
- 3) Director RAK NPA, Ghaziabad
- 4) All PTCs
- 5) APS Director
- 6) All DDGs and Directors in the Postal Dte.
- 7) S.O. Guard File.

Per circular

Div 5

20/3/13

Recruitment Announcement No: UPU/13/P5/FT-C/10

Publication Date: 28 February 2013

Title: Coordinator, Standards and Operations

Application Deadline: 16 April 2013

Grade: P5

Organizational Unit: Operations and Technology
Directorate (DOT)
PNC

Type of contract Fixed-Term (Core) Appointment

Duty Station: Bern Switzerland

Duration: Three (3) Years

Scheduled date for taking up appointment: July 2013

20/3/13
SS (SPG)
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55
integrated

169/SPG
22/3/13

Organizational Context:

Ensure interoperability within the postal sector; provide strategic orientation of UPU standardization and certification activities; coordinate quality Postal Operations Council (POC) deliverables and related IB communication; represent the UPU to external partners; secretariat and knowledge support to the POC Plenary and its bodies and to Council of Administration bodies; management of the Standards and Certification programme at the International Bureau.

Main duties:

1. Sectoral and Strategic

1.1 Interoperability:

- Design strategies and policies to be implemented by all UPU member country designated operators to assure interoperability within the postal sector
- Monitor global technological and regulatory developments to transfer new knowledge to the postal sector and raise the postal sector to the next technological level
- Combine and analyze knowledge from various transversal disciplines to identify trends that could impact the postal sector, and formulate procedures to modernize the postal sector
- Write analytical white papers and diffuse knowledge to POC and CA bodies and to the International Bureau Management Committee

Promote operational, technical and business innovation in the postal sector

1.2 Standards and certification:

- Model the postal supply chain for both physical mail services and e-services and apply analytical techniques to optimize operations and accounting, and move the postal sector to a paperless environment
- Design framework to raise awareness of, and promote and implement, standards and standards innovation in the postal sector

Demonstrate to stakeholders how standards add operational and strategic value and build consensus among all standards stakeholders

2. Coordination

2.1 POC related activities and related IB communications:

- Coordinate the work of the POC secretariat Programmes to enhance the quality of deliverables including synchronization and periodic update of POC strategic work plan, in cooperation with Postal Financial Services (SFP) Coordinator
- Ensure the quality and knowledge content of documents prepared by all DOT programmes for submission to the POC and its bodies
- Coordinate with all DOT Programmes and other Directorates to ensure that communications with all UPU member country designated operators in the form of IB circulars is consistent with UPU regulations

2.2 Interoperability:

- Coordinate with potential organizations with which development of close cooperation is considered beneficial to the UPU and negotiate and develop cooperation agreements

Director (SPG)
Div 10
2013

2.3 Standards and certification:

- Coordinate issues impacting standards for both physical mail services and e-services with Directorates, and with the EMS Unit and the Postal Technology Centre
- Coordinate and lead UPU standardization actions with external partners like ISO, GEN, IATA, Customs Organization, Designated Operators (DOs), International Post Corporation (IPC) etc.

3. Ongoing programme management

3.1. Ensure that the work of the Programme is carried out in accordance with the Standards business plan and the Doha Postal Strategy

- Set up yearly work plan; analyzing suitability, organizing, directing and coordinating activities and delivery
 - Design and ensure increased use of IT and efficient working methods in programme
- Design, update and report on key performance indicators

- Analyse and comment on information and publications and ensure their diffusion

3.2. Develop and promote UPU certification systems

- Conduct research on how certification systems work in the logistic service sector, making contacts with other relevant organizations such as ISO, GEN and IATA

- Identify postal business areas where certification systems can enhance the quality of service and coordinate certification-related activities with other DOT Programmes and UPU Directorates

- Design and develop UPU certification systems and promote them in cooperation with the relevant Programmes and Directorates

3.3. Project formulation and implementation

Coordinate implementation of projects planned in the programme

- Establish priorities and deadlines, control work done, and propose corrective or alternative actions when necessary

3.4. Support / expertise

- Provide specialized and authoritative advice and guidance to team members on sensitive and complex issues

- Support the Standards Board, its sub Groups, and Contact Committees, and brief and advise Chairs

3.5. Resources management

Budget

- Develop and manage budget; supervise and ensure effective utilization of funds
- Generate revenue for the International Bureau (IB) through the sale of UPU Standards and other services

Team management

- Define and assign annual objectives to programme members, and ensure synergies between them
- Lead, guide and supervise staff, and empower them in order to ensure optimal utilization of available resources in a positive leadership climate

4. Representation and communication

Project the UPU and its standardization interests at external forums

- Present its position or negotiate on its behalf at international meetings
- Build relations and strengthen cooperation with external strategic partners and other international organizations

- Develop network of external contacts to maximize impact of the programme

5. Secretariat to UPU bodies

- Assist POC Secretariat (DOT), jointly with the SFP Coordinator, for the POC Plenary and provide the secretariat for Postal Operations Council (POC) Committee Supply chain Integration Committee
- Provide the secretariat for, and ensure the organization of, the meetings of the POC's dedicated groups, including documents, reports creation and distribution, and provide expert advice and guidance to Chairs
- Guide the development of standards-related activities with POC bodies, and ensure follow up and implementation of decisions and recommendations

Education:

Advanced university degree (such as Master or its equivalent) in the areas such as public administration, management, economics, engineering or other similar field.

combined experience of national and international postal operations at managerial level

Professional knowledge:

- Overall knowledge of the postal sector, including a knowledge of the strategic issues impacting the sector
 - Good knowledge of new postal electronic services and other innovative services
 - Excellent knowledge of UPU technical and messaging standards
 - Very good knowledge of ISO guidelines for drafting standards
 - Knowledge of the UPU Acts
- General literacy in IT

Skills and abilities / competencies:

- Project Management skills
- Good written and oral communications skills
- Analytical skills
- Leadership skills
- Ability to discern and synthesize trends in technology and management practice
- Facilitation and consensus-building skills
- Global vision
- Ability to foresee threats facing the postal sector and take corrective action
- Vision to take a long-range view and build a modern and forward-looking postal sector
- Ability to think strategically and build partnerships in the interest of the postal sector

Language skills:

Perfect proficiency in French or English and the ability to communicate in the other language. Knowledge of other languages, particularly those used in the United Nations system, would be an asset.

Annual salary: (Net of tax)

80734 USD

86904 USD with primary dependants

Post adjustment: 102.60 % of the above figure(s).

This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

Applicants will be contacted directly if selected for written test. Additional testing/interviewing may be used as a form of screening.

The conditions of service are governed by the Staff Regulations and Rules of the International Bureau of the Universal Postal Union.

Please note that all candidates must complete an on-line application form.
All applications must be received by the closing date as stated in the vacancy announcement.

All applicants employed by postal entities and applying for a vacant position in the Professional (P) or Senior (D) category must be recommended and submitted through the competent postal authority.
Applications not satisfying this criterion may not be considered.

Only candidates under serious consideration will be contacted.

Applications from women and member states are particularly encouraged.

The UPU promotes diversity and work-life balance.

For further instructions regarding the online application process, please visit the UPU internet page at:
<http://www.upu.int/en/resources/vacancies>

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Currently accepting applications



The UPU has a smoke-free environment