

**No. IR-02/5/2021-IR-DOP  
Government of India  
Ministry of Communications  
(IR & GB Division)**

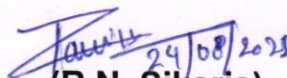
Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 24.8.2021

**Office Memorandum**

**Subject: Selection of candidate for election of Secretary General Asian-Pacific Postal Union (APPU)**

Applications are invited from eligible Postal Service officers of the rank of Senior Administrative Grade (SAG) and above for fielding a candidate from India for election to the position of Secretary General APPU.

2. The eligibility criteria is defined in Annexure-1. The position description and supplementary information is given in Annexure-2 for guidance. The applications with resume should be received electronically or physically within 15 days from the date of issue of this circular i.e. by 15<sup>th</sup> of September, 2021 addressed to DDG (IR& GB), Room no. 402, Dak Bhawan, New Delhi. The email ID for sending application is [ddgir@indiapost.gov.in](mailto:ddgir@indiapost.gov.in) with copy to [sandeep.kp@gov.in](mailto:sandeep.kp@gov.in)

  
(R.N. Sikaria)  
Assistant Director General (IM)

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## Annexure-1

- a) The candidate should be a postal service officer of the rank of Senior Administrative Grade (SAG) or above presently serving in the Department of Posts.
- b) The candidate should be in Service on the date of commencement of tenure of Secretary General i.e. 1<sup>st</sup> of January,2023
- c) The candidate holds a university degree or equivalent tertiary qualification in such fields as economics, law, science, logistics, business, education, accounting or marketing (an advantage but not essential).
- d) The candidate should have significant practical experience in management or executive training in the postal sector or related business, or in the administrative sector, or experience in a coordinating role in an international postal organization is relevant (as a preferred aspect).
- e) The candidate should have experience of dealing with international postal relations, APPU/UPU matters (preferred).



## SECRETARY GENERAL OF THE ASIAN-PACIFIC POSTAL UNION: POSITION

### DESCRIPTION

**Preamble:** the Position Description of the Secretary General of the APPU is drawn up in relation to Article 108 of the General Regulations of the Asian-Pacific Postal Union (APPU). The Position Description should be regarded as material that can be reviewed and updated from time to time as required by the Executive Council of the Asian-Pacific Postal Union (APPU EC). The modification of this document will be by the APPU EC as a result of its deliberations.

#### Part 1: The Position and Key Appointment Terms

<b>Position Title:</b>	Secretary General <sup>1</sup> of the Asian-Pacific Postal Union (“APPU”)
<b>Reporting Line:</b>	The position reports to the Executive Council of the APPU (“APPU EC”).
<b>Location:</b>	Bangkok, Thailand
<b>Tenure:</b>	4 years, in principle <sup>2</sup>
<b>Salary:</b>	
<b>Benefits:</b>	
<b>Accommodation:</b>	Apartment located at the Bureau
<b>Commencement Date:</b>	To be advised
<b>Scope of Job</b>	
<b>Revenue/Expenditure:</b>	Approximately US\$1,000,000 per annum
<b>Employees:</b>	16 plus one on-call consultant (see Organisation Chart attached as an Appendix)
<b>Capital asset:</b>	To be advised

#### Part 2: Experience and Qualifications

<b>Language:</b>	Speaks, reads and writes English fluently
<b>Academic:</b>	Holds a university degree or equivalent tertiary qualification in such fields as <b>economics, law, science, logistics</b> , business, education, accounting or marketing (an advantage but not essential)
<b>Experience:</b>	Has had <b>significant</b> practical experience in management or executive training <b>in the postal sector or related business, or in the administrative sector, or experience in a coordinating role in an international postal organisation is relevant (as a preferred aspect).</b>  Has held a senior position in the postal sector for at least five years.

<sup>1</sup> This position is referred to as the **APPU Bureau Director** or **Bureau Director** in the Constitution and General Regulations of the APPU. Following a decision taken at the 2017 APPU Congress, the Union adopted the working title of **Secretary-General of the APPU**. Amendments in due course will follow to the APPU treaty documents.”

<sup>2</sup> The confirmed tenure will be decided by the Congress or EC when the new Secretary General is selected.