

F.No.17-2/2023-SPG
Government of India
Ministry of Communications
Department of Posts

Dak Bhavan, Sansad Marg,
New Delhi-110 001.

Dated:14.02.2023.

CIRCULAR

Subject: Vacancy announcement: Lecturer (Postal Operations, Finance, Marketing and Human Resource Management)-Reg.

A vacancy for the Lecturer (Postal Operations, Finance, Marketing and Human Resource Management) has been advertised by APPU vide APPC 19/37/63(23)-VP/kp dated 01.02.2023. Detailed information regarding the description of the position, conditions of service, selection criteria, letter of transmission of the nominating organization as well as the application form are enclosed herewith.

2. The procedure to be followed will be as follows:

(a) Willing officers (STS/JAG level officers) alongwith their Bio data and supporting documents to the qualification will be sent to Personnel division for further screening and getting the cadre clearance.

(c) The applications completed in all respects must be sent to this office by **28.02.2023** (also email to: dopspg@gmail.com). The application received after **28.02.2023** will not be considered.

3. It should be noted that name of the officer recommended by competent authority will be forwarded to APPU Headquarters for their further necessary action.



(Hemant Kumar)
Assistant Director General (SPG)

Copy to:

1. GM, CEPT Mysuru with a request to upload this circular on India Post website.
2. eOffice portal of D/o Posts for information to all concerned
3. IR Division wrt their letter No.IR-21/7/2023-IR-DoP dated 03.02.2023.

**LECTURER
IN
POSTAL OPERATIONS, FINANCE, MARKETING,
AND HUMAN RESOURCE MANAGEMENT**

A Lecturer- Course Director with knowledge background in postal operations, finance, marketing, and human resource management is required for 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/ lecturer of workshops/ courses assigned by the College.
- Actively communicate, publicize, and present courses to members and non-members for enhancing the number of trainees or participants in the courses/ workshops.
- Prepare all documents, timetables, and activities for assigned courses/workshops.
- Design curricula, lecture notes, and participant handouts with regular 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 missions on behalf of APPU/ UPU.
- 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, and other lecturing and consulting staff as required.
- Other duties associated with training and College activities as required.
- Other duties assigned by the Secretary-General to support the APPU Bureau.

Qualifications and other Requisites

- Higher university degree (Masters or equivalent) in economics, business management, financial management, accounting, international relations, marketing, human resource management, or a related field or first university degree (Bachelors or equivalent) in the relevant area.
- Managerial experience of an adequate level in the field of postal operations, finance, marketing & human resource management.
- Excellent knowledge of operational aspects including the use of new technologies.

- Aptitudes for communication: the ability to organize and conduct high-level training; drafting skills as well as analytical and synthesizing power.
- 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.

Selection Criteria

Essential

- Excellent command of written and spoken English and good general communication skills.
- Demonstrated ability in teaching adults or in workplace training.
- Demonstrated ability in communicating and negotiating with people.
- Excellent knowledge of the theory and practice of postal operations, finance, marketing, and human resource management.
- Knowledge and understanding of the application of postal operations, finance, marketing, and human resource management in the Posts.
- Demonstrated successful work experience in the postal field.
- Demonstrated ability to work as a team member.

Highly Desirable

- Practical experience in postal operations, finance, marketing, and human resource management.
- Understanding of current adult learning principles.
- Experience in working or living in a multicultural environment.
- Experience in the use of computer applications such as word processing, presentation, 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 areas such as international mail, quality improvement, strategic management, and information & communication technology.

Conditions of Service

***Salary**

- Starting salary: US \$ 4,918
- Post Adjustment allowance: US \$ 1,812
- Dependency allowance: US \$ 26 per month – dependent spouse
US \$ 21 per month – each of only 2 dependent children

*Salary and Post Adjustment allowance will be adjusted according to the CPI.

Other Benefits:

- Free accommodation is provided (modest 2-bedroom apartment with basic furnishings)
- Health insurance for the staff member, spouse, and eligible dependents
- Medical expenses for the 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 benefit: This is equal to the salary plus the post-adjustment allowance for the last month of the lecturer's tenure multiplied by the number of years of completed service.

Tenure:

Two years including 6 months on probation. The contract can be extended on a yearly basis, after 2 years based on performance and mutual consent. This will be a fixed-term contract starting from August 2023 or any other date indicated by APPU Bureau.

The completed application forms along with the annexures may be submitted to Dr. V.P. Singh at vpsingh@appu-bureau.org with cc to Ms. Kwanjai Kajornwuttideth at kwanjai@appu-bureau.org.

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:

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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
- 2. his/her proficiency in English has been appropriately tested assuring no difficulties in carrying out the duties for which he/she applies.

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Signature and name of certifying official*

.....
Position/Title

.....
Date/Month/Year

Please affix a recent passport-size photograph here

* 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.

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

13. Language known English French	Excellent	Read Good	Fair	Excellent	Write Good	Fair	Excellent	Speak Good	Fair
14. Present position								From	
15. Description of present post duties and responsibilities									
16. Previous positions					From			To	

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

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