

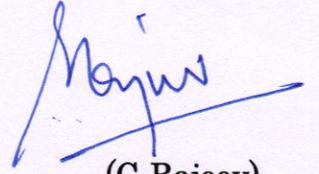
No. 25-17/2020-SPG
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated: 15 . 03 . 2020

Sub:- Filling up the post of Managing Director (MD) at the APP Cooperative Office.

I am directed to enclose a copy of vacancy circular of APP on the above subject.

2. Eligible and willing officers may submit their resume in accordance with the instructions given in the Circular latest by 19 March 2021 to SPG Branch for onward transmission to APP before 29 March 2021, the last date stipulated by APP for receipt of applications.


(G.Rajeev)
Director (Staff)

Encl:As above.

Copy to:-

1. Sr.PPS/PPS to Secretary(Posts)/DG (Postal Services).
2. PPS to All Members,PSB /Addl. DG (Co-ordination).
3. CGM (BD)/CGM(PLI)/CGM(Parcel)/Sr DDG (Vigilance) & CVO/All Heads of Circle/Addl.DG APS.
4. GM (CEPT),Mysore with a request to upload in India post Website.
5. File No.IR-02/6/2021-IR-DOP.



ROLE PROFILE: APP Office Managing Director

Asia Pacific Post

The Asia Pacific Post Cooperative (APP) is an alliance of designated postal operators in the Asia Pacific region with a range of objectives including to improve the quality of international mail services in the region, to develop and promote new services meeting the needs of the region, and to foster greater cooperation and coordination on postal activities between its member posts. The activities of the APP and the APP Office are governed by the APP Statutes and the APP Cooperative Management Board (CMB). The APP Office is located in Singapore.

Position advertised - APP Office Managing Director

The APP is seeking to appoint an APP Office Managing Director. The appointee will be one of four professional staff members of the APP Office and is expected to be located in Singapore and take up the position in July 2021.

Key duties and responsibilities

The MD reports to the CMB and ultimately to APP member posts. The occupant also reports on the day-to-day running of the APP Office to the CMB Chair and the APP Office Director (a nominee of Singapore Post).

The duties of the position are wide ranging, but primarily focused on (1) overseeing the operations of the APP office, including the management of all projects, staff and office administration to ensure smooth running of the APP office; (2) controlling and managing budget for APP; (3) implementing the business plan, which may consist activities and projects relating to business development, operations and technology requirements and others as defined by the CMB and (4) proposing to the CMB new business projects and subsequently implementing endorsed ones to support the objectives of the APP Cooperative.

Specific duties include but not limited to:

- Preparing the annual business plan of the APP in consultation with other APP staff members for the consideration and approval of the CMB;
- Undertaking regular strategic and business analysis leading to and supporting the preparation of the annual Business Plan and the program activities of the APP;
- Implementing and managing activities and projects included in the business plan and reporting to the CMB on a regular basis the status and outcomes of the implementation of such activities and projects;
- Implementing the decisions, guidelines and programs decided by the CMB and reporting to the CMB on a regular basis the status and outcomes of the implementation;
- Ensuring alignment of APP projects with the APP Strategy;
- Planning, organizing and managing the activities / administration of APP Office;
- Planning, recruiting and managing staff for APP Office in light of the strategic needs of the APP Office and subject to the approval of the CMB and within the