

/ M M E O, P T E

No. 17-8 /2010-SPG
Government of India
Ministry of Communications and IT
Department of Posts

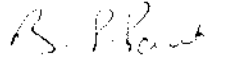
Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated 20 07.2010

CIRCULAR

Subject:- Call for applications for the P 2 post of Strategic Planning Specialist, in the Finance and Strategy Directorate.

Please find enclosed a copy of letter No. 5422(DRH)1112 dated 30.06.2010 received from Universal Postal Union International Bureau Berne call for applications for the P 2 post of Strategic Planning Specialist, in the Finance and Strategy Directorate .

The eligible and willing officers may kindly inform personnel division latest by 31.07.2010 along with Bio data (in duplicate) so that their names may be considered for forwarding to Universal Postal Union International Bureau, Berne.


(B.P. Pant)
Assistant Director General (SGP)

Copy to:

- 1) All CPMGs. / P M G
- 2) All CGMs
- 3) PTC Mysore
- 4) PSCI, Ghaziabad
- 5) APS, PLI
- 6) All DDGS and Directors in the Dte.



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To: Supervisory ministries
Designated operators

Berne, 30 June 2010

Reference: 5422(DRH)1112

Subject: Call for applications for the P 2 post of Strategic Planning Specialist, in the Finance and Strategy Directorate

Dear Sir/Madam,

1 This is to inform Union member countries and designated operators that the P 2 post of Strategic Planning Specialist, in the Finance and Strategy Directorate, is to be filled at the International Bureau of the Universal Postal Union for a fixed term of three years (renewable).

I. Qualifications required

2 The post is to be filled by an official having the qualifications and fulfilling the conditions indicated in the notice of vacancy (Annex 1).

II. Candidacies

3 Member countries and designated operators are requested to circulate this call for applications as promptly as possible among officials whose application might enter into consideration.

4 Only those applications that satisfy the qualification and experience requirements should be submitted. The deadline for receipt of applications is indicated in the notice of vacancy.

5 The successful applicant will be chosen after consideration of the professional qualifications of the candidates recommended by the member countries of which they are nationals or where they exercise their professional activities, taking into account an equitable geographical distribution in respect of continents and languages. The paramount consideration will be the necessity of recruiting for the Union people possessing the highest standards of efficiency, competence and integrity.

6 In accordance with Council of Administration resolutions and the common practice of United Nations organizations, applications enabling the International Bureau to increase the representation of women in professional and higher grades are encouraged.

Pro

III. Application form to be completed

7 Applicants are asked to complete the attached form (Annex 2) in French or English; the accuracy and veracity of the information provided by the applicants in this form should be certified by the head of the appropriate authority submitting the application. This form must be accompanied by a recent passport-size photograph of the applicant and copies of all documents highlighting his/her professional knowledge and language skills (diplomas, certificates, etc.).

IV. Medical examination

8 Candidates must be in good physical and mental health. Before recruitment, the successful candidates will first have to undergo, in their own country, a medical examination, the cost of which will be reimbursed by the UPU.

V. Date of entry into service

9 The projected date of entry into service is indicated in the notice of vacancy. If the successful applicant does not take up the appointment at the latest three months after the date of the letter of appointment, that appointment will be considered null and void, unless exceptional circumstances preventing him or her from taking up his or her duties are recognized as valid by the Director General of the International Bureau.

VI. Conditions of service

10 The conditions of service are detailed in the notice of vacancy.

Yours faithfully,



Edouard Dayan
Director General



Notice of vacancy

Title of post	Grade	Projected date of entry into service	Date of publication of notice
Strategic Planning Specialist	P 2	18 October 2010	30 June 2010
Service or administrative unit	Duty station	Deadline for receipt of applications	
Finance and Strategy Directorate	Berne (Switzerland)	31 August 2010	

Description of post

A. Main role

Provide analysis related to the planning, implementation and reporting of the UPU strategy and Programme and Budget; prepare and participate in dedicated committees of UPU bodies in conjunction with the Programme Manager.

B. Duties and responsibilities

1 Strategic planning process

1.1 Planning

- Identify, analyze and write reports on current and future developments in the postal sector and in the external environment that might be relevant to the UPU strategic planning process.
- Carry out studies and analyses pertaining to planning activities as defined by the Programme Manager.
- In conjunction with the Programme Manager, make proposals on the development of themes and topics for UPU strategic events (UPU strategy conference, UPU regional round tables, UPU general debate); communicate these proposals to the interested parties, analyze their suggestions and prepare the final draft.

1.2 Implementation and monitoring

- Develop and manage a methodology for analyzing the implementation of the strategy at the regional level.
- Develop and adapt a set of performance indicators (at global and regional levels) aimed at measuring the implementation of the strategy.
- Collect, analyze and disseminate to member countries information about global implementation of the UPU postal strategy, in conjunction with the Programme Manager.

1.3 Reporting

- Analyze activities and prepare regular evaluation reports on the implementation of the "programme" element of the UPU Programme and Budget and of the UPU strategy.
- Identify any corrective measures to be taken with a view to achieving UPU strategy objectives, for presentation to the IB's Management Committee and to the two Councils (CA and POC), and make proposals in this regard to the Programme Manager.

1.4 *Research, analysis and development*

- Carry out specific research as requested.

2 Programme and Budget

- In conjunction with the Programme Manager, develop proposals related to drafting of the "programme" element of the UPU's biennial Programme and Budget.
- In conjunction with the Programme Manager, develop, analyze and report on the performance indicators described in the Programme and Budget projects.
- Assist as required in the preparation and dissemination of reports on Programme and Budget execution to concerned parties, namely the IB's Management Committee and the two Councils (CA and POC).

3 Secretariat duties

- Assist in drafting proposals and preliminary recommendations from the International Bureau for submission to the meetings of the UPU strategy committee and its working groups.
- Take responsibility for drafting final reports on results and outcomes of the following events: UPU strategy conference, UPU regional round tables and UPU general debate.

4 Perform other related duties as assigned, including replacing or supporting others where necessary

C. Qualifications

1 Qualifications and skills

Advanced university degree (Master's degree or equivalent) in political science, business administration, economics, international relations or a similar field. A first-level university degree, in combination with qualifying experience, may be accepted in lieu of the advanced university degree.

2 Technical knowledge and experience

- 3–5 years of professional experience in an international organization or in the strategic department of a company.
- Good knowledge of the UPU structure, strategy and governance.
- Good report/document writing skills.
- Good understanding of strategic planning principles and techniques (including results-based management).
- Understanding of budgeting mechanisms in an international organization.
- Broad knowledge of and interest in economic topics and current economic and political events.
- Knowledge of functioning of international organizations belonging to the UN system or similar.
- Computer literacy with good knowledge of MS Office.

3 Other skills and abilities

- Proven ability to work on a multitude of various tasks in a multicultural environment.
- Sound analytical skills.
- Ability to determine suitability, validity and accuracy of data provided.
- Priority-setting.

D. Languages

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.

CONDITIONS OF SERVICE

The conditions of service are governed by the Staff Regulations and Rules of the International Bureau of the Universal Postal Union. They are similar to those of the United Nations and its specialized agencies and may be summarized as follows:

1 Status and assignment of staff members

Staff members of the International Bureau are international civil servants. Their responsibilities are not national, but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Union only in view.

Staff members are subject to the authority of the Director General, who may assign them, in accordance with their qualifications, to any function or post at the International Bureau.

The appointment is for a fixed term of three years, with the possibility of renewal. The first year will be regarded as a trial period.

2 Remuneration

Remuneration is made up of the basic salary, the post adjustment and, where applicable, the allowance for dependent children.

3 Annual basic salary (P 2)

Salary scale effective from 1 January 2010:

Grade P 2 **with** dependants:
from step 1 (49,082 USD¹) to step 12 (63,229 USD¹).

Grade P 2 **without** dependants:
from step 1 (46,037 USD¹) to step 12 (58,967 USD¹).

New staff members are appointed at step 1.

4 Annual post adjustment² (P 2) (applicable in June 2010)

Grade P 2 **with** dependants:
from step 1 (31,706.97 USD¹) to step 12 (40,845.93 USD¹).

Grade P 2 **without** dependants:
from step 1 (29,739.90 USD¹) to step 12 (38,092.68 USD¹).

5 Annual dependency allowances

3,014 CHF for each dependent child.

Where a staff member has a dependent child but no dependent spouse, the salary scale for staff members with dependants is applied, but the dependency allowance for the first dependent child is not paid.

6 Education grant

An education grant is payable under certain conditions for children attending a school or university.

7 Assignment grant

For the staff member: 30 days' subsistence allowance.

For the spouse and each accompanying dependent child: half of the amount paid to the staff member.

The daily subsistence allowance for Switzerland is currently 383 CHF (June 2010).

8 Repatriation grant

Repatriation grants are payable to staff members whom the UPU is obliged to repatriate. The amount varies according to the length of service with the UPU.

9 Insurance against occupational accidents and health insurance

The International Bureau insures its staff members against occupational accidents and pays half of the premiums of collective health insurance.

Staff members and their dependants are insured with the CPT health insurance scheme.

10 Provident Scheme

Unless otherwise stated in the letter of appointment, staff members join the UPU Provident Scheme under the terms laid down in the Regulations of the Provident Scheme (PSR). Under this head, they pay a periodical contribution equal to 8.8% of the pensionable remuneration.

Provident Scheme participants who have not reached the regulation retirement age on separation from service may liquidate their entitlement by means of a withdrawal settlement. For participants with less than five years' contributory service on separation, payment of a withdrawal settlement is mandatory (PSR art. 32).

The withdrawal settlement consists of the participants' own contributions plus a supplement equal to 10% of their own contributions for each year of contributory service *in excess of two years* (up to a maximum of 100%).

11 Annual leave: six weeks.

12 Home leave

Staff members recruited internationally and their dependants are entitled to home leave (travelling expenses) every two years.

13 Travel expenses

The UPU pays travelling expenses between the place of residence in the country of origin and Berne for the staff member and his/her dependent spouse and children. The same applies for the return journey to the country of origin upon separation from service.

14 Transport of baggage and removal costs

The Union reimburses the costs of transporting excess (10 kg per person) and unaccompanied baggage and pays the removal costs of household goods and personal effects within the weight and volume limits and other regulation conditions.

At the written request of the staff member, the Director General may grant a lump-sum allowance in place of removal expenses.

15 Tax exemption

Salaries and other remuneration paid by the Union are exempt from income tax in Switzerland.

¹ This monthly amount is converted into Swiss francs at the official United Nations exchange rate for the month of payment. For information, the exchange rate in June 2010 was 1.158 CHF = 1 USD.

² The post adjustment varies according to the rate of exchange of the US dollar so as to ensure the stability of the remuneration in Swiss francs.



Application for the P 2 post of Strategic Planning Specialist, in the Finance and Strategy Directorate

Submitting authority (designated operator, regulatory authority of member country, etc.)

Family name	First name	Middle name	Maiden name, if any	
Date of birth	City of birth	Country of birth	Nationality	Sex
Marital status				
Single <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>

Permanent address		Present address	
Telephone No.	Telephone No.	E-mail	

University degrees

University or equivalent educational institution	Years of study		University degrees and qualifications	Specialization
	from	to		

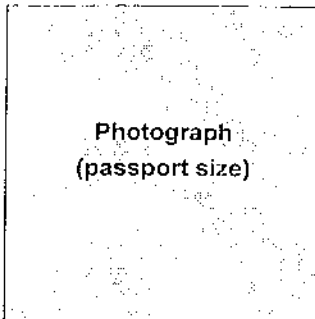
Courses in postal schools or institutes

Institution	Duration		University degrees and qualifications	Specialization
	from	to		

Other courses or diplomas

Institution	Duration		Diplomas	Specialization
	from	to		

**Indicate the articles or works you have published
(to be sent only at the request of the International Bureau)**



Language skills

Language	Mother tongue	Level	Read	Write	Speak	Understand
French	<input type="checkbox"/>	Very good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	Very good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Very good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Very good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Very good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Elementary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Computer skills

Application/software	Advanced	Intermediate	Basic	Application/software	Advanced	Intermediate	Basic
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Duties performed in the field of postal administration and in other fields

Beginning with your present position, indicate in reverse chronological order all the positions that you have held, making sure to specify any important experience that would be useful for appraising your employment record. Use a separate line for each position held; include additional sheets if necessary.

from	Date		Nature of your work
		to	

Work experience in the field considered¹

The submitting authority certifies the authenticity of the foregoing	Applicant's family name and first name
Place and date	
²	Place and date
Signature	Signature

¹ Please refer to the Notice of Vacancy annexed to the International Bureau letter announcing the call for applications.

² Director General, designated operator, etc.