



ASIAN-PACIFIC POSTAL UNION

Our Ref. 26/33/76 (26)-VS/kk

16 March 2026

APPU members:

Afghanistan, Australia, Bangladesh, Bhutan,
Brunei Darussalam, Cambodia, China, Fiji,
India, Indonesia, Iran, Japan, Korea, Lao PDR,
Malaysia, Maldives, Mongolia, Myanmar, Nauru,
Nepal, New Zealand, Pakistan, Papua New Guinea,
Philippines, Samoa, Singapore, Solomon Islands,
Sri Lanka, Thailand, Tonga, Vanuatu, and Vietnam

Subject: Vacancy Announcement: RTCAP/ Consultancy Section Manager

Dear Sir/ Madam,

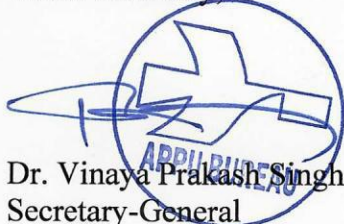
The APPU Bureau is pleased to inform all APPU member countries that the position of Regional Technology Center for Asia-Pacific (RTCAP)/ Consultancy Section Manager will become vacant from 1 January 2027. The qualified postal officials of member countries fulfilling the technical criteria enlisted in the position description in Annex 1 are invited to submit completed application forms with related documents as follows by **15 May 2026**:-

- Letter of transmission of the nominating country;
- Application form;
- 5-minute video of the candidate introducing himself/ herself and addressing the selection criteria.

The information regarding this position is attached herewith (Annex 1). The final selection of candidates will be undertaken by the Secretary-General of APPU.

For further information, please do not hesitate to contact Ms. Kwanjai Kajornwuttideth, Manager, Administration and APPU Affairs, via her e-mail address: **kwanjai@appu-bureau.org** or **admin@appu-bureau.org**.

Yours faithfully,


Dr. Vinaya Prakash Singh
Secretary-General

Encl: as stated

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POSITION DESCRIPTION
of
RTCAP/ CONSULTANCY SECTION MANAGER

Part 1: The Position and Key Appointment Terms

Position Title: Regional Technology Centre for Asia-Pacific (RTCAP)/ Consultancy Section Manager of APPU Bureau
Reporting Line: The position reports to the Secretary General of the APPU
Location: Bangkok, Thailand
Tenure: 1 year (extendable up to 4 years)
Salary and Benefits: Refer to the separate schedule
Commencement Date: 1 January 2027

Part 2: Experience and Qualifications

Language: Speaks, reads, and writes English fluently
Academic: Holds a university degree, preferably in such fields as technology, economics, logistics, business, or marketing
Experience: Has held a senior position in the postal sector for at least seven years
Has had significant practical experience in technology, management, consulting, or training in the postal sector.

Part 3: Purpose of Position

The position of RTCAP/ Consultancy Section Manager exists to lead and manage the activities of the Bureau in the following areas:-

Core focus

- Support APPU members in the practical implementation and use of UPU Postal Technology Center (PTC) postal products and services for international postal operations. This support includes:
 - ❖ training in the use of current and new products and services; and
 - ❖ problem-solving for operational matters.
- Act as the regional interface between APPU and UPU PTC for operational issues.
- Extend the current training support into data quality and activity compliance fields, i.e., move beyond the operational use of UPU PTC products and focus on:

- ❖ data analytics for quality of service measurement;
 - ❖ compliance in the operational processes to produce data for PTC products to manage; and
 - ❖ compliance in the operational processes for the use and disposal of data produced by PTC products.
- Enable the APPU region to identify areas where the benefits of UPU PTC products and services can be enhanced by:
 - ❖ developing a set of indicators that represent best practice (in the use of PTC products and services);
 - ❖ establishing a regional reporting process that measures member performance in relation to the best practice indicators; and
 - ❖ assisting, to the extent possible, members with improvement initiatives.
 - Undertake UPU projects in the region for the APPU on the priority areas identified for the Congress cycles. Respond to member requests for assistance with specialist assignments, projects, and missions.
 - Develop a knowledge base that is relevant to the role and purpose of the Union through contacts with parties such as related international organizations, IT experts, and e-Commerce policy professionals.
 - Research and propose opportunities for the Postal Sector to respond to government and regulatory requirements in conjunction with appropriate parties.
 - Assist the APPU Bureau in organizing the annual APPU Postal Business Forum and maintaining relations with the Wider Postal Sector Players (WPSPs) for the benefit of APPU member countries and their Designated Operators.
 - Provide regular updates on the latest developments in strategy and business management, as well as technology and innovation, in the form of a monthly APPU newsletter and other research publications so that members can be well-positioned to make key business decisions.
 - Bring together:
 - ❖ the UPU Postal Strategy;
 - ❖ key issues and developments in the UPU; and
 - ❖ activities within the APPU to form an ongoing brief for the Secretary General, particularly for representation at UPU and other forums.
 - Support the activities of the Asian-Pacific Postal College (APPC) by undertaking teaching duties on core aspects of the role, as well as other fields of learning where personal skills and interests lie.

Part 4: Person Specification

The ideal person in the RTCAP/ Consultancy Section Manager position would have the following skills, attributes, knowledge, and experience.

- **Management style**

- ❖ Leadership: communicates and drives a clear and united vision, generates enthusiasm and commitment, and supports other leaders.
- ❖ Relationships: builds long-lasting, successful relationships with members, stakeholders, and staff.
- ❖ Communications: presents oral and written messages in a clear and articulate manner and negotiates persuasively to facilitate mutually beneficial solutions.
- ❖ Teamwork: can create and maintain an environment that facilitates cooperation and partnership.
- ❖ Cultural Awareness: is sensitive to people from different cultures and beliefs, and values individual differences and diversity.

- **Task**

- Business Perspective: manages their area of responsibility as a business operation.
- Planning and Organizing: plans, organizes, and delegates work appropriately.
- Improvement Focus: seeks to understand who the stakeholders are, their needs, and expectations.

- **Personal**

- Impact: advocates effectively and acts appropriately in public and internal forums.
- Initiative and Drive: focuses on results, takes action, demonstrates responsibility and accountability, and seizes opportunities.

- **Expertise and Knowledge:**

- Technology: Has a sound understanding of the latest postal technology to assist the members in their technology implementation.
- Business Planning: prepares effective business and operational plans that align with organizational objectives and financial forecasts.
- Project Management: plans and manages multiple projects to successful conclusions.
- Representation: understands the region's issues and priorities and is able to position them in forums, tactfully and effectively.
- Training: knows a range of adult training and educational methods and understands adult learning.
- Postal Knowledge: understands and monitors the challenges and best practices in the postal sector both regionally and internationally.

Salary: Annual Salary Range: * US\$ 63,624 – US\$ 72,864. Increments within the range are available, by review, annually.

Benefits: Post Adjustment Allowance: * US\$ 23,448 per annum.

Dependent Spouse Allowance: US\$ 312 per annum.

Dependent Child Allowance: US\$ 252 per annum (maximum number of children is two).

Retirement Benefit: This is calculated on the salary plus Post Adjustment Allowance for the last month of service of the incumbent's tenure, multiplied by the number of completed years of service.

Tax Dispensation: under an Agreement with the Thai Government, salary and allowances paid in Thailand are not subject to tax. However, this does not cover any home country tax requirement should such exist.

Residential accommodation: a modest 2-bedroom apartment is provided.

Medical expenses: the incumbent, spouse, and eligible dependent children are entitled to medical expenses not exceeding 40,000 baht each per annum.

Medical insurance: the incumbent, spouse, and eligible dependent children will be insured against serious illness.

Annual Leave: Annual Leave will accrue at the rate of 20 working days per year of service.

Sick Leave: up to three months per annum fully paid, plus up to a further three months per annum at 50% of salary.

Travel costs: travel costs for the incumbent, spouse, and eligible children will be borne by the Bureau on initial appointment and termination of the contract, and for the incumbent when travelling on official business. This will include fares, terminal expenses, baggage insurance, and the cost of excess baggage up to a maximum of 30 kgs for the staff member, 20 kgs for the spouse, and 10 kgs for each eligible child.

* Indicates that remuneration and allowances are adjusted annually by Thai CPI.

Tenure:

One year, including 6 months on probation. The contract can be extended annually up to a maximum of 4 years, based on a satisfactory performance and the consent of the individual and the parent organization. This will be a fixed-term contract starting from January 2027 or any other date indicated by the APPU Bureau.

The completed application forms along with the annexures may be submitted to Dr. Vinaya Prakash Singh, Secretary-General of APPU, at vp Singh@appu-bureau.org with cc to Ms. Kwanjai Kajornwuttideth, Manager Administration and APPU Affairs, at kwanjai@appu-bureau.org.