



ASIAN-PACIFIC POSTAL UNION

Our Ref. 26/32/75 (26)-VS/kk

16 March 2026

APPC Governing Board Members:
China, India, Japan,
Korea, Pakistan, Philippines
Sri Lanka, and Thailand

Subject: Call for Applications - Full Time Lecturer

Dear GB Members,

The APPU Bureau is pleased to inform all APPC Governing Board member countries that a position of Lecturer at the Asian-Pacific Postal College (APPC) will become vacant effective 1 October 2026.

In this regard, the Bureau invites applications for the position of full-time Lecturer in the areas of Business Development, Postal Operations, Technology and Strategic Management to fill the upcoming vacancy. Detailed information regarding the position is enclosed at Annex 1 for your kind consideration.


The following documents from qualified postal officers should be submitted to the Secretary-General and Ms. Kwanjai Kajornwuttideth, Manager, Administration and APPU Affairs via e-mail at vp Singh@appu-bureau.org and kwanjai@appu-bureau.org no later than **15 May 2026**:

- Letter of transmission from the nominating country
- Completed application form
- A 5-minute video of the candidate introducing himself/herself and addressing the selection criteria

Please note that each member country may nominate only one candidate for this position. To ensure continuity of work at the APPU Bureau, the nominated candidate shall be required to be released for a minimum period of two (2) years. The final selection will be made by the Secretary General of APPU.

We would like to take this opportunity to express our sincere appreciation for your continued support and look forward to receiving your nominations from your country.

Yours sincerely,


Dr. Vinaya Prakash Singh
Secretary-General

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**LECTURER
IN
BUSINESS DEVELOPMENT/ POSTAL OPERATIONS/ TECHNOLOGY AND
STRATEGIC MANAGEMENT**

A Lecturer/ Course Director with knowledge/ background in business development, postal operations, technology, and strategic 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 assignment concerned.

Main functions

- Act as course director of courses/ workshops assigned by the College. Prepare all documents, presentations, timetables, and activities for assigned courses/ workshops, including External Training Programs (ETPs).
- Design curricula, lecture notes, and participant handouts, with regular review and updates to ensure relevance.
- Organize and evaluate practical activities, projects, and study visits for assigned courses/ workshops.
- Conduct advisory and consultancy missions on behalf of APPU/ UPU.
- Evaluate the effectiveness of assigned courses/ workshops and prepare and present their summary reports.
- Assist course participants, other lecturing and consulting staff, and perform other duties associated with training and College activities as required.
- Actively communicate, publicize, and promote courses/ workshops/ ETPs to members and non-members of the Asian-Pacific Postal Union (APPU) for enhancing the number of trainees/ participants in the courses/ workshops.
- Undertake other duties assigned by the Secretary-General to support the APPU Bureau.

Qualifications

- Higher university degree (Master's or equivalent) in economics, business development, logistics, technology, international relations, marketing, strategic management, or a related field, or a first university degree (Bachelor's or equivalent) in the relevant area.
- Senior managerial experience in the field of business development, postal operations, technology, strategic management.
- Excellent knowledge of business development, postal operations, technology, strategic management issues.
- Aptitudes for communication: 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.

Selection Criteria

Essential

- Excellent knowledge of the theory and practice of business development, postal operations, technology & strategic management.
- Knowledge and understanding of application of business development, postal operations, technology & strategic management in the Postal Sector.
- Demonstrated successful work experience in the postal field.
- Excellent command of written and spoken English and good general communication skills.
- Demonstrated ability in teaching adults or in workplace training.
- Demonstrated ability to work as a team member.

High Desirable

- Practical experience in business development/postal operations/technology/strategic management.
- Understanding of current adult learning principles.
- Experience in course design or curriculum development.
- Experience in working or living in a multicultural environment.
- Experience in the use of computer applications such as word processing and spreadsheet packages.
- Excellent knowledge of the international postal sector, including the latest developments in the Universal Postal Union (UPU) and the Asian-Pacific Postal Union (APPU).
- Ability to contribute to other teaching areas such as international post, quality improvement, finance, and human resource management.

Conditions of Service

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.

Remarks: Salary and Post Adjustment allowance will be adjusted according to the Thai CPI.

Tenure:

Two years, including 6 months on probation. The contract can be extended annually after 2 years, based on a satisfactory performance and the consent of the individual as well as 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 vpsingh@appu-bureau.org with cc to Ms. Kwanjai Kajornwuttideth, Manager Administration and APPU Affairs, at kwanjai@appu-bureau.org.