THE UNITED REPUBLIC OF TANZANIA

TANZANIA COMMUNICATIONS REGULATORY AUTHORITY

ISO 9001:2015 CERTIFIED

PUBLIC NOTICE

VACANCY AT THE PAN AFRICAN POSTAL UNION (PAPU) GENERAL SECRETARIAT - DUTY STATION, ARUSHA

The Tanzania Communications Regulatory Authority (TCRA) is a member of PAN AFRICAN POSTAL UNION on behalf of the United Republic of Tanzania. TCRA wishes to inform the general public that PAPU invites applications from suitably qualified Tanzanians for the following post available at the (PAPU) Headquarters in Arusha, Tanzania under **Circular PAPU/CL/GS/AF/H/058** as follows:

Title of Post	Translator / Interpreter (English / French)
Grade	P3
Duty Station	Arusha (Tanzania)
Service or Administrative Unit	PAPU Secretary General Office
Date of Publication of Notice	6th November 2025
Deadline for Receipt of Applications	15th November 2025

Details on duties, responsibilities and qualifications may be accessed on the TCRA's website: **www.tcra.go.tz/documents/vacancies**

Applications to be submitted to Email: **vacancy@tcra.go.tz**

Issued on **6th November 2025.**

Digitally Signed By JABIRI KUWE BAKARI
Thu Nov 06 10:45:01 EAT 2025

Dr. Jabiri K. Bakari

DIRECTOR GENERAL

Mawasiliano Towers, 20 Sam Nujoma Road, P.O Box 474, 14414 DAR ES SALAAM, TANZANIA.
Phone: +255 22 2199760-9 / +255 22 2412011-2 / +255 784558270-1 **Fax:** +255 22 2412009-10
Email: barua@tcra.go.tz, dg@tcra.go.tz, **Website:** www.tcra.go.tz

PAN AFRICAN POSTAL UNION **NOTICE OF VACANCY**

Title of Post **Translator/Interpreter (English/French)**	Grade **P3**	Projected date of entry into service **1st December 2025**	Date of first publication of notice **21st August 2025**
Service or administrative unit **Cabinet Office**		Duty Station **Arusha (Tanzania)**	Deadline for receipt of applications **14th November 2025**

A. JOB DESCRIPTION

1. Description of the Post

Reporting directly to the Assistant Secretary General, the successful applicant will be responsible for the translation of documents and simultaneous interpretation during meetings from English into French language to ensure that people can communicate with each other despite speaking different languages.

2. Principal Accountabilities

Under the general authority of the Secretary General, and the direct supervision of the Assistant Secretary General, the incumbent is responsible for the following tasks:

- Ensuring proper, reliable, efficient and fast translation of assigned documents and texts from English into French language and vice-versa;
- Certifying the highest standard of accuracy and maintain the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology;
- Oversee translation of texts in the Union's working languages;
- Keeping, maintaining and retrieving all translated documents in a manner consistent with Union policy;
- Ensuring that all texts exist in English and French versions;
- Interpreting during Plenipotentiary Conference, Administrative Council Sessions, Administrative/Technical Committees, and other meetings;
- Coordinate the interpretation functions during Conference, Council Sessions, Workshops, and other meetings;
- Present periodic reports on interpretation/translation services to Management or any other Authority as may be deemed necessary;
- Carrying out any other duties which may be assigned by the Assistant Secretary General or the Secretary General.

Telephone
Téléphone
255 27 2611440

Address/Adresse
13th Floor, PAPU Tower
282 Moshi Road, Philips Area
Sekei Ward
P.O Box 6026, Arusha 23190
United Republic of Tanzania

Website
Site Web
www.upap-papu.post

E-mail Address
Adresse E-mail
sc@papu.co.tz

B. JOB PROFILE

1. Qualifications and Experience

i. Education and Experience

- Must have a minimum of a First level University Bachelors' Degree (or equivalent) in linguistics or languages especially French and English languages; or
- A minimum seven (7) years relevant experience; in interpretation and translation;
- A professional qualification in a recognized Interpretation/Translation Institution will be an added advantage.

ii. Knowledge and Skills

- Computer skills and knowledge of packages such as E-mail, internet, and social media platforms
- Excellent knowledge of Word and PowerPoint
- Basic knowledge of Excel
- Ability to identify and prioritize activities and assignments
- External environment orientation and international affairs environment
- Excellent command of both English and French languages, both spoken and written

iii. Core Competences

- Demonstrate professionalism abilities;
- Strong sense of rigour
- Good interpersonal skills and flair, laced with flexible and mature disposition
- Strong analytical and negotiation skills, ability to take initiatives and cooperate with others
- Trouble shooting, creative problem solving, tact, diplomacy, courteous, and mature disposition
- Ability to handle assignments comprehensively, effectively and confidentially
- Excellent verbal and written communication skills, demonstrated ability to take initiative and work independently as well as collaboratively as a team player and with flexibility to fit into a dynamic environment
- Credibility, good judgment, honesty and integrity in line with the core values of the Union
- Ability to engage with various stakeholders

C. TERMS AND CONDITIONS OF SERVICE

The following conditions of service based on the current Staff Rules and Regulations will apply:

1) **Basic Salary**
   Grade P3 US$ 28,984 per annum.

2) **Dependency Allowance**
   US$ 1,449.20 per annum for unremunerated spouse
   US$ 200 per annum for eligible dependent child who is not up to 21 years up to maximum of four (4) children

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3) **Education allowance**
US$ 5,000 per annum and per each eligible child attending a regular school and less than 23 years old for staff recruited from outside the host country of the Union. Staff recruited from the host country are paid 40% of what is paid to those recruited from outside the host country

4) **Post Adjustment Allowance**
Payable to internationally recruited staff, based on the rate applicable to the City of Arusha, United Republic of Tanzania, as advised by the African Union from time to time. The present rate is 42% equivalent to USD 12,173.28 per annum

5) **Housing Allowance**
USD 11,750.42 per annum (**currently** applicable to internationally recruited staff only). Staff recruited from the host country are paid in line with the African Union regulations for staff recruited from the host country

6) **Installation Allowance**
Daily subsistence allowance is payable for a maximum period of 5 days for a candidate appointed from outside the seat of the Union.

7) **Medical Scheme**
80% of the cost of medical expenses for successful staff and eligible dependents will be borne by the Union

8) **Life Insurance Scheme**
Group Life Insurance is provided at the cost of the Union

9) **Annual Leave**
28 working days for each year of completed service

10) **Traveling costs**
The Pan African Postal Union pays or reimburses traveling costs for the staff member as well as for his/`her spouse and eligible dependent children from the capital city of his country or any other city with international airport to Arusha, Tanzania, when reporting to take up the position. Likewise, in case of termination of service, for the return trip to the country of origin.

11) **Salaries and other emoluments** paid by the Union to non-Tanzanians are exempted from Income Tax in the United Republic of Tanzania.

Note: the words "He" and "His" apply to both sexes.

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Photograph
(Passport size)

APPLICATION FOR THE P3 POST
Translator/Interpreter

Annex

Postal Administration		
Applicant's family name and First Name	Nationality	Date of Birth
Current position in Postal Organization	Marital Status[1] Gender ☐ Male ☐ Female	Number of children Age (s) of children[2]

University Degrees or Diplomas

University or equivalent educational Institution	Years of Study		University degrees or equivalent qualifications	Area of Specialization
	From	To		

Other Courses or Diplomas

Institution	Duration		Diplômas	Specialization
	From	To		

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Language Proficiency

French	English	Other Language	Other Language
Read ☐ ☐ ☐ without difficulty / average / with difficulty Write ☐ ☐ ☐ Without difficulty / average / with difficulty Speak ☐ ☐ ☐ Without difficulty / average / with difficulty Understand ☐ ☐ ☐ Without difficulty / average / with difficulty	Read ☐ ☐ ☐ without difficulty / average / with difficulty Write ☐ ☐ ☐ Without difficulty / average / with difficulty Speak ☐ ☐ ☐ Without difficulty / average / with difficulty Understand ☐ ☐ ☐ Without difficulty / average / with difficulty	Read ☐ ☐ ☐ without difficulty / average / with difficulty Write ☐ ☐ ☐ Without difficulty / average / with difficulty Speak ☐ ☐ ☐ Without difficulty / average / with difficulty Understand ☐ ☐ ☐ Without difficulty / average / with difficulty	Read ☐ ☐ ☐ without difficulty / average / with difficulty Write ☐ ☐ ☐ Without difficulty / average / with difficulty Speak ☐ ☐ ☐ Without difficulty / average / with difficulty Understand ☐ ☐ ☐ Without difficulty / average / with difficulty

Duties Performed in the Postal Organization and/or in Other Organizations

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

Dates		Nature of your work
From	To	

Work Experience in the Field Considered [3]

The Postal Organization certifies the authenticity of the foregoing	Applicant Name:
Place and date of issue:	
Name of Certifying Officer:	Place and date
Signature & Stamp	Signature

[1]Marriage certificate
[2]Names and ages of dependent children
[3]Detailed CV to be included

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PAN AFRICAN POSTAL UNION

MEDICAL EXAMINATION REPORT FORM

DATE: ...../...../.....

NAME/DR/MR/MRS/MISS: .....

DATE OF BIRTH :..... **GENDER** : .....

FAMILY MEDICAL HISTORY: .....

PERSONAL MEDICAL HISTORY:

(a) HEREDITARY OR CONGENITAL CONDITIONS .....
(b) SERIOUS OR CHRONIC DISEASES .....
(c) ACCIDENTS .....
(d) SURGICAL OPERATON .....
(e) HOSPITALIZATION .....
(f) WEIGHT CHANGE IN PAST YEAR .....
(g) SKIN INFECTIONS .....

PRESENT CONDITION:

(1) GENERAL CONDITION .....
.....
HEIGHT ..... WEIGHT ..... SKIN .....

(2) DIGESTIVE SYSTEM

TEETH .....TONGUE .....
ABDOMEN .....
LIVER .....SPLEEN .....
HERNIA .....RECTAL EXAMINATION.....

(3) CIRCULATORY SYSTEM

PULSE ..... BLOOD PRESSURE .....
AUSCULTATION .....
APEX BEAT .....VESSELS .....

(4) RESPIRATORY SYSTEMS

NOSE ..... THROAT .....

CHEST .....

AUSCULTATION.....

(5) AUDITORY SYSTEM

EARS .....

HEARING	**DRUMS**

RIGHT .....
LEFT .....

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