

JPO 1

Directorate:	DIRECTORATE, POLICY, REGULATION AND MARKET – DPRM.PPRE Unit
Job title:	Junior Professional Officer (JPO) in Postal Policy and Regulation
Supervisor:	Program Manager of Postal Policy and Regulation Advisory (DPRM.PPRE.PRA)
Required Educational degree:	<ul style="list-style-type: none"> At least a first-level university degree in international relations, public administration, law, economics or related field. An advanced university degree (Master's or equivalent) in the same field is an asset.
Languages	Fluency in English or French is required with a working knowledge of the other.
Relevant experience	Professional experience in the postal field. Regulatory and policy experience in particular would be an advantage. Knowledge of national or international postal markets, regulations and operations.
Organizational Context	With its 192 member countries, the Universal Postal Union (UPU), a specialized agency of the United Nations, is the primary forum for cooperation between postal sector players. It helps to ensure a truly universal network of up-to-date products and services.
Main duties:	<p>Main role of the job:</p> <p>Conduct studies and undertake research and analysis of governance and regulatory issues relating to postal services of UPU member countries, including the Universal Service Obligation (USO);</p> <p>Contribute to the organization of the Council of Administration meetings and conferences.</p> <p>Contribute to the Postal Policy and Regulatory Advisory Program work to help the team deliver on postal policy and regulation projects and activities described in the Abidjan Postal Strategy</p> <p>:</p> <ul style="list-style-type: none"> - Review of IPDP and Postal Reform Guide and development of training modules for the postal policy and reform, for the policy-makers of member countries, especially those of least developed and developing countries; - Establishment of a regulatory database and conducting a comparative study on legal framework in member countries, through in-depth study and analysis and recommendations to UPU bodies and member countries; - Analytical study on ETOE policy, and multiple designated operators, to identify the operational and regulatory concerns arising from the current practices of ETOEs and multiple DOs and develop recommendations; - Implementation of regional projects on postal sector policy development and universal service, with a view to safeguarding the safe processing and transmission of personal data between UPU member countries in the context of international postal operations;

	<ul style="list-style-type: none"> - Collect, manage and analyses the information about the status and structures of postal entities of UPU member countries; - Provide regulatory and policy advice to UPU member governments, designated operators and other stakeholders as required; - Assist with the development and implementation of technical assistance programs in the regulatory domain as required. <p>Work in relation to the Council of Administration</p> <p>Support the work of the CA C2 Secretariat in the provision of the substantive input required for the meetings of the CA, its Management Committee and other International Bureau internal committees dealing with the CA.</p> <p>Support the work related to the organization of the Congress and Extraordinary Congress/Congress including:</p> <ul style="list-style-type: none"> - Provision of secretariat support and substantive input in the areas of Congress matters; - Processing, analysis and distribution of Congress proposals. <p>Other</p> <p>Assist the program manager in other policy and Regulatory Advisory work and Congress/CA matters as and when necessary.</p>
Competencies	<ul style="list-style-type: none"> • Good communication skills; • Analyzing and synthesizing skills; • Project management skills; • Team player; • Result oriented; • Flexibility and self-motivation; • Ability to work in multicultural environment; • Professionalism; • Respect of diversity and ethics.