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| Date du document/*Date of document* | March 2023 |
| Title of Function | Secondment/Associate Expert from Korean / Korean Funds / 100% / equivalent Grade P 3 |

**1. Description générale/*General description***

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| Title | **Associate Expert from Korean Government** | | |
| Direction | Directorate of Policy, Regulation and Markets (DPRM) | | |
| *Unit* | Policy and Regulatory Advisors Programme | | |
| Grade | Equivalent P 3 | Classement officiel/ *not classified* |  |
| Titre du poste du supérieur hiérarchique direct/*Job title  of incumbent’s direct supervisor* | Policy and Regulatory AdvisoryProgramme Manager, grade P 4 | | |

**2. Personnel rattaché en ligne directe/*Staff directly supervised***

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|  | **Titre du poste/*Job title*** | **Nombre de personnes/*Number of staff*** |
| 1 | N/A | N/A |

**3. Tâches et responsabilités dans le poste, énumérées suivant un ordre logique: ordre d’importance par rapport au programme, ordre séquentiel, selon le temps consacré à chaque tâche, etc. (le texte ne doit pas dépasser une page)/*Duties and responsibilities of the job, listed in a logical order, e.g. order of importance to the programme, sequential order, order of time spent on each duty, etc. (text may not exceed one page)***

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| I | Rôle principal /Main role |
|  | Under the overall supervision of Director, DPRM, the associate expert will perform the following:   * Undertake studies, research and analysis of governance and regulatory issues relating to postal services. * Conduct regulatory surveys and manage relevant database including but not limited to the provision of the universal postal service by UPU member countries, entities responsible for fulfilling the obligations arising from adherence to the Acts of the Union, and status and structures of postal entities of UPU member countries. |

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| II | Tâches et responsabilités/*Duties and responsibilities* |
| 1 | **Provide technical expert in monitoring and analysing all regulatory aspects of universal postal service of UPU member countries:**   * Conduct surveys on the provision of the essential areas of the universal service obligation which includes definition, scope, access and service standards, customer/consumer protection, financing mechanisms, as well as the trend of policy changes, etc. * Present the results of the surveys and analytical evaluations to the relevant body of the Council of Administration (CA). * Publish the annual results and assist with the development and publication of relevant studies and policy recommendations arising from the analytical evaluations. |
| 2 | **Participate in organization of international conferences to promote “best practice” experiences in organizing postal markets and developing postal policy and regulations:**   * Provide the best platform for UPU member countries to exchange various opinions on issues of common interests relating to postal regulation * Organize international conferences and/or high-level forums and workshops including but not limited to UPU Conference on Postal Regulations and report the results to the CA. * Promote and facilitate the organization of regional conferences, in cooperation with the restricted unions, to address particular issues and concerns of the various UPU regions. |
| 3 | **Postal sector regulatory issues**   * Research, monitor and report on postal sector regulatory issues worldwide, and * evaluate their possible impact on UPU and UPU member countries * Provide regulatory and policy advice to UPU member governments, designated operators and other stakeholders as required. |
| 4 | **Other**  Assist the direct supervisor:  - in other fields of the work on postal reform, policy and regulation.  - with the development and implementation of technical assistance programs in the regulatory domain as required. |

**4. Connaissances et qualifications minimales requises pour le poste/*Minimum knowledge and qualifications required for the job***

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|  | Formation (niveau et spécialisation)/*Education (indicate level and specialization)* |
| 1 | * At least a first-level university degree (bachelor’s or equivalent) in public administration, law, economics or related field. A master degree in similar fields is an asset. |

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|  | Connaissances techniques et expérience (indiquer le nombre d’années d’expérience et si celle-ci a été acquise au niveau national et/ou international)/*Technical knowledge and experience (indicate number of years of professional experience and whether this applies at the national/international level)* |
| 1 | At least 5 years of professional experience in the postal field including postal financial services. Regulatory and policy experience in particular would be viewed as an advantage. |
| 2 | Good knowledge of national or international postal services, markets, operations and relevant policy and regulation. |
| 3 | Good knowledge of postal network or infrastructure and regulation. |

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|  | *Other skills and competencies* |
| 1 | Good communication skills, including the ability to explain technical issues clearly and effectively |
| 2 | Strong Analysing and synthesizing skills |
| 3 | Project management skills |
| 4 | Effective team player |
| 5 | Result oriented |
| 6 | Cultural and ethics awareness |
| 7 | Flexibility and self-motivation |
| 8 | Ability to handle and analyse data |
| 9 | Proficiency in using computer applications (word processing, spreadsheet, database, etc.) |
| 10 | Excellent report writing skills |

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|  | Connaissances linguistiques requises/ *Languages skills required* |  |
| 1 | English or French | *Fluency in English or French* (good writing and oral communication skills in English *or French). Knowledge of the other language is an asset.* | |

**5. Principaux contacts professionnels/*Most typical contacts required in the job***

**Interne/*Internal***

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|  | **Fonction - organisation/ *Function - organization*** | **Objet et but des contacts/*Purpose of contacts*** | **Fréquence/*Frequency*** |
| 1 | Director (DPRM) | Provide information, report and keep informed on work progress. | On demand |
| 2 | Coordinator (second level supervisor) /  Program Manager (first level supervisor) | Discuss technical and administrative aspects of the work, exchange information, submit drafts and suggestions for approval, report on development of tasks and projects, achievement of goals and ensure that efforts and actions are coordinated with direct supervisor | Weekly or monthly / Daily |
| 3 | Experts in the same Program | Consultation, discussion, information sharing, presentation of work results with comments | Daily, weekly or monthly, depending on the matter |
| 4 | Other Programs and experts in DPRM and in other Directorates | Consultation, discussion, information sharing, presentation of work results with comments. Present status of projects, exchanges on the analysis and reports produced. | Weekly or monthly, depending on the matter |

**Externe/*External***

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|  | **Fonction - organisation/ *Function - organization*** | **Objet et but des contacts/*Purpose of contacts*** | Fréquence/*Frequency* |
| 3 | Chairs and members of groups and Committees of CA and POC | Ensure the preparation, and smooth organisation and conduct of meetings and follow-ups; draft replies to questions on issues related remuneration systems. | On demand and in the absence of the direct supervisor |
| 4 | Representatives of member countries and their designated operators, and members of the user groups | Provide assistance and information on issues related to the regulatory surveys and conferences and postal policy and regulatory advisory; prepare smooth organisation of meetings and follow -ups. | When required or necessary |

# 6. Visas/Signatures

Visa/date: supérieur hiérarchique direct (N + 1)/*Visa/date:* *First-level supervisor (N + 1)*

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| Nom/*Name* Paulus Schoorl | Titre du poste/*Job title Programme Manager (DPRM.PPRE.PRA)* | Sch / 01.03.2023 |

Visa/date: supérieur hiérarchique direct (N + 2)/*Visa/date:* *Second-level supervisor (N + 2)*

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| Nom/*Name* Altamir Linhares | Titre du poste/*Job title Coordinator (DPRM.PPRE)* | Adl / 01.03.2023 |

Visa/date: Directeur/*Visa/date:* Director, DPRM

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| Nom/*Name* Siva Somasundram | Director | Som / 01.03.2023 |