



# CALL FOR APPLICATIONS

Job Title: **HEAD OF MAIL SERVICE**

Reference : **002/CEEAC/COM/PR/CAB/SC/2022**

Application deadline :

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
<b>Department</b>	Presidency
<b>Division</b>	Office
<b>Service</b>	Mail
<b>Functional Relationships</b>	All ECCAS departments and services
DUTIES OF THE POST	
The Head of Mail Service is responsible for coordinating the mail service, ensuring the reception, sorting, postage, dispatching and monitoring of mail processing operations for all departments and services.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none"><li>- Welcoming, informing and orienting the Commission's users;</li><li>- Receiving, sorting, processing and distributing mails;</li><li>- Filing and storing signed documents;</li><li>- Reproduce and distribute individual and regulatory acts, as well as all other service documents;</li><li>- Follow up on the implementation of decisions and recommendations from statutory meetings;</li><li>- Ensure compliance with file processing deadlines;</li><li>- Follow up with the relevant structures in case of delay in the implementation of decisions and recommendations;</li><li>- Automatically remind the structures in case of non-compliance with the normative deadlines for the processing of files.</li><li>- Develop action plans to achieve the objectives set by the Management, deploy them and monitor their implementation;</li><li>- Coordinate human and material resources in order to achieve the objectives set;</li><li>- Monitor the execution of given instructions and assist his/her colleagues in their duties;</li><li>- Ensure the production of reports on the activities of the department for the attention of the line management;</li><li>- Periodically evaluate the staff and propose developments and/or training to be undertaken;</li><li>- Within the department, ensure compliance with regulations and administrative procedures.</li></ul>	
PROFILE REQUIREMENTS	
<b>Educational Background</b>	Have a postgraduate degree (minimum of 5 years of university education) or equivalent in documentation, administration or a related field.

<b>Experience</b>	Have at least 8 years of professional experience at similar levels of responsibility at national or international level (see article 13 of the ECCAS Staff Regulations).
<b>Expertise</b>	<ul style="list-style-type: none"> <li>- Central Africa and ECCAS member states;</li> <li>- Channels of circulation of documents in the Community;</li> <li>- Recording, filing and storage techniques;</li> <li>- Rules and recommendations for electronic archiving;</li> <li>- Reprography and digitisation techniques;</li> <li>- Language: English, Spanish, French and Portuguese required.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>- Have advanced professional and managerial skills;</li> <li>- Ability to design, plan, manage and evaluate large teams where appropriate</li> <li>- Indexing, filing and tracking document flow with associated tools;</li> <li>- Independent use of IT tools and databases: (resource registration, retrieval, etc.);</li> <li>- Carry out reprographic and digitisation tasks;</li> <li>- Have excellent writing skills;</li> <li>- Correct correspondence, minutes and reports received;</li> <li>- Fluency in public speaking;</li> <li>- Proficiency in computer tools: Word, Excel ...</li> </ul>
<b>Behavioural competencies</b>	<ul style="list-style-type: none"> <li>- Anticipation;</li> <li>- Results orientation;</li> <li>- Analytical and synthetic skills;</li> <li>- Confidentiality;</li> <li>- Organisational skills, time management and rigour;</li> <li>- People skills, listening skills and interpersonal skills.</li> </ul>
<b>EMPLOYMENT CONDITIONS</b>	
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>- Salary and benefits in accordance with the ECCAS salary structure.</li> </ul>
<b>Nationality &amp; gender</b>	<ul style="list-style-type: none"> <li>- Must be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account for the recruitment;</li> <li>- Female candidates are encouraged to apply.</li> </ul>
<b>APPLICATION DOCUMENTS</b>	
<ul style="list-style-type: none"> <li>- Motivational letter of application;</li> <li>- Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail);</li> <li>- Citizenship certificate;</li> <li>- A copy of birth certificate or supplementary judgement in lieu thereof;</li> <li>- A copy of criminal record (bulletin n°3) not more than three months old;</li> <li>- Certified copies of academic degrees and diplomas;</li> <li>- Work certificates and documents attesting to professional references;</li> <li>- A medical certificate issued by a registered doctor;</li> <li>- Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities;</li> </ul>	

The complete file, bearing the reference : **002/CEEAC/COM/PR/CAB/SC/2022**  
and the job title « **HEAD OF MAIL SERVICE** », must be sent exclusively by e-mail to the following  
address: [recrutements@ceeac-eccas.org](mailto:recrutements@ceeac-eccas.org).