



## SHIRIKA LA POSTA TANZANIA

Telegraphic Address: **POSTGEN**  
Fax: (22) **2113081**  
Telephone: **(022)2111715/2113394/**  
**2118280 - 0684 887 551**  
e-mail: [pmg@posta.co.tz](mailto:pmg@posta.co.tz)  
website: [www.posta.co.tz](http://www.posta.co.tz)

### OFFICE OF THE POSTMASTER GENERAL

Posta House,  
7 Ghana Avenue,  
P.O. Box 9551  
**11300 DAR ES SALAAM**  
**TANZANIA.**

Your ref. No.:

Date: **20** JULY, 2016

Our ref. No.: MHR/DF: 6100/2016

**RAYMOND CRISPIN BIYENGO**  
**P.O BOX 10268**  
**DAR ES SALAAM.**

### RE: APPOINTMENT TO THE POST OF ASSISTANT POSTAL OFFICER (ICT)

I'm pleased to inform you that the Management of Tanzania Posts Corporation has offered you an appointment to the post of **ASSISTANT POSTAL OFFICER (ICT)** on the principal terms and conditions set out here below:-

#### 1. SALARY

The basic salary attached to this post is **PS 5 i.e Tshs. 5,868,000/= x Tshs. 60,000/= - Tshs. 6,180,000/=** per year. Your salary entry point will be **Tshs. 489,000/=** per month.

#### 2. DUTY STATION

Your duty station will be at the office of the **Manager/Computerized Information System** but you may be transferred to any other duty station within Tanzania in accordance with the exigency of service.

#### 3. PROBATION

You will serve a probation period of six (6) months at the end of which you will be confirmed to the post if your performance proves satisfactory; and if found unsatisfactory appropriate measures will be taken in accordance with the Corporation's regulations and directives. Sanctions for unsatisfactory performance shall include termination of the contract.

#### 4. REGULATIONS

Your appointment will be governed by the terms and conditions of service given in the Tanzania Posts Corporation Staff Rules and Regulations and as supplemented by Staff circulars as well as Government Directives as may be issued from time to time.

## 5. PENSION

You will join the pension fund of your choice and contribute either 5% (PPF, GEPF, LAPF and PSPF) or 10% (NSSF) of your salary while the Corporation will contribute 15% (PPF, GEPF, LAPF, or PSPF) or 10% (NSSF).

## 6 ANNUAL LEAVE

After eight months in service you will be entitled to earn leave at the rate of twenty eight (28) days per annum, and you may be issued with return railway, bus or boat tickets once in a year for you and your husband and up to four (4) dependant children.

## 7. NOTICE

During your probation, your employment may be terminated by either party giving one month notice. Also you will be obliged to return all the employment costs if you decide to terminate the employment other than proven illness during the probation period.

If this offer is acceptable to you, please report to the **Manager Human Resources** immediately within fourteen (14) days from the date of this letter for completion of recruitment formalities; bringing with you all original certificates, testimonials, three stamp size photographs of yourself, and a signed copy of this letter.

**Yours faithfully,  
TANZANIA POSTS CORPORATION**



William G. Makumba  
**MANAGER HUMAN RESOURCES**