



TANZANIA POSTS CORPORATION

Telegraphic Address: POSTGEN

Telex: 41008 POSGEN

Telephone: 114646 FAX: 113081

Your Ref.

Our Ref: MHR/PF.....2000
23438

OFFICE OF THE POSTMASTER GENERAL

P.O.BOX 9551,

DAR ES SALAAM.

Date: 7-7-2000

Mrs U. MWAMBENE
PO III
Thro' 2 PM SOUTH MBEYA

[Signature]
Ag. Zonal Postal Manager
MBEYA
28/7/2000

RE: APPOINTMENT TO THE POST OF
RURAL OFFICE GRADE II

I am pleased to inform you that, following the approval of the Corporation's New Organizational Structure, the National and Disciplinary Committee of Tanzania Posts Corporation has appointed you to the post of RURAL OFFICE GRADE II with effect from 6th June, 2000 under the following principal terms and conditions of services:-

1. The basic salary attached to your post will be PS/RPS 3 i.e. 1,014,000/- p.a. Your entry point will be T.Shs. 84,500/- per month and your incremental date will be 1st January after successful completion of your probation period.
2. Your duty station will be at the office of the 2 PM SOUTH MBEYA; but you may be transferred to any other station within Tanzania in accordance with the exigencies of service.
3. You will serve a trial period of 6 months before you are confirmed in the post. During the trial period, your performance will be reviewed after three months and if found not satisfactory, appropriate measures will be taken against you in accordance with the Corporation's regulations and directives. Sanctions for unsatisfactory performance shall include removal from your post or from the services of the Corporation.
4. Your controlling officer is, by a copy of this letter, instructed to provide you with a Job Description covering your responsibilities and duties a copy of which you will sign and return to the office of the Manager Human Resources.

5. The management of resources under you including revenue and expenditure budget shall feature prominently in your annual performance appraisal.
6. Other terms and conditions of service including privileges attached to your post remain the same as those in the set out regulations and circulars as amended from time to time.

COMMITMENT:

The National Appointment and Disciplinary Committee has appointed you to this post with expectation that you will carry out the duties and responsibilities attached to it efficiently, transparently and with dedication.


A.F. KIBONA

FOR: POSTMASTER GENERAL

MANAGER/HUMAN RESOURCES

I, UPENDO MWAMBARE hereby accept the appointment of the post of PO II on the terms and conditions set out above without reservation. I agree to carry out the duties and responsibilities attached to the post efficiently, transparently and with dedication. I understand that I shall be fully and solely accountable for effective performance of those duties and responsibilities.

Signed: U. g. k. Date: 28/7/2000

Name: Mrs. UPENDO MWAMBARE

Place: Tilwani

C.C. MHR

- " Manager/Finance - PB 30 (Revised) is herewith attached for information.
- " 2P M/ SOUTH MRCYA - Arrange to provide a job description to U. MWAMBARE as indicated above (and inform MHR when the officer report in your office).
- " - Allow the above officer as direct above; change the pay point & abstract by issuing AC 223 and send personal station file to the new office/.....