1. INTRODUCTION

The World Customs Organization (WCO) is an independent intergovernmental body, established in 1952 as the Customs Co-operation Council (CCC), whose mission is to enhance the effectiveness and efficiency of Customs services across the globe. The WCO represents 183 Customs administrations that collectively process approximately 98% of world trade. As the global centre of Customs expertise, the WCO is the only international organization with competence in Customs matters.

As a forum for dialogue and exchange of experiences between national Customs delegates, the WCO offers its Members a range of Conventions and other international instruments, as well as technical assistance and training services provided either directly by the Secretariat, or with its participation. The Secretariat also actively supports its Members in their endeavours to modernize and build capacity within their national Customs administrations.

2. OVERVIEW

Within the Secretariat, the Legal Service handles legal matters in support of the WCO’s work and operations.

3. MAIN ACCOUNTABILITIES

Under the supervision of the Head of Legal Service, the Legal Advisor will focus on the following key activities:

i. Handle requests related to the application, interpretation and revision of the WCO Staff Manuals;

ii. Prepare notes and research legal issues relevant to the WCO, such as staff and institutional matters, particularly with regard to international civil service law, law of international organizations and international public law;

iii. Handle matters before the internal disputes settlement bodies and the Administrative Tribunal of the International Labour Organization (ILOAT);
iv. Coordinate with the responsible services as regards human resources matters and issues;

v. Handle disciplinary cases;

vi. Deal with requests regarding the implementation of the privileges and immunities of the WCO and its employees;

vii. Draft and revise various contracts, including but not limited to contracts for staff members, service providers, as well as various agreements with governments, international organizations, NGOs and other public and private entities;

viii. Draw up and amend internal policies, rules and guidelines;

ix. Provide support in drafting and implementing call for tenders in compliance with applicable internal standards; and

tax. Handle any other legal issue submitted to the attention of the Legal Service and any related task as may be assigned by the Head of Legal Service.

4. **EDUCATION**

- Advanced university degree in law (Master or equivalent), preferably focused on public international law;
- A specialization and/or a complementary Master’s degree in law of international organizations and/or international civil service law would be a strong asset.

5. **EXPERIENCE**

- A minimum of one (1) year professional experience with a practical experience of public international law and/or law of international organizations and/or international civil service law;
- Professional experience in an international, multicultural and multilingual environment would be a strong asset.

6. **LANGUAGES**

- Fluency in one of the two official languages of the WCO (English and French) and very good knowledge (both spoken and written) of the other language;
- Knowledge of any other language(s) would be an asset.

7. **COMPETENCIES**

- Strong interpersonal and communication skills (speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; tailors language, tone, style and format to match audience; etc.);
• Strong analytical skills, discipline, ability to work both independently and as part of a team;
• Ability to plan his/her work and deal with several urgent tasks;
• Ability to work in a multicultural environment, respecting the diversity of individuals;
• Good mastering of Microsoft Office Suite (Word, Excel, Powerpoint, etc.).

8. **CONTRACT AND CONDITIONS**

• Staff member under short-term contract of two (2) years;
• Probationary period: six (6) months;
• Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
• 30 days of annual paid leave;
• Salary from 3,800.00 EUR/month all-inclusive (remuneration exempted from income tax); and
• Compulsory WCO health insurance deducted from the salary (around 65 EUR/month).

*This position is subject to the Manual for Short-Term Contractors. The successful applicant shall not acquire the right subsequently to occupy a permanent post within the WCO. The successful applicant will not be affiliated to any retirement fund or pension scheme taken by the WCO.*

9. **APPLICATION AND RECRUITMENT PROCESS**

The onus is on the applicant to demonstrate how he/she meets each of the essential qualifications and requirements. Applicants are encouraged to detail concrete achievements in their CVs and/or in their cover letters, include references as well as clearly indicate their availability date.

Only short-listed candidates will be contacted for an assessment which will include a written test, scheduled on 3rd March 2020, and an interview. All short-listed candidates may be requested to provide copies of their original diploma, certificates and proof of relevant experience. Pre-selected candidates may also be subject to reference checks to confirm the information provided in the application.

Interested candidates should submit their application for review no later than **26 February 2020** (23:59, Brussels time), including a CV and cover letter in English or French by e-mail to:

**LegalAdvisor@wcoomd.org**

The subject of the candidate’s application email must read as follows: **LAST NAME / FIRST NAME – DD/MM/2020** (please fill in your availability date)

Interested candidates may submit a request for additional information via e-mail, providing full name and contact details.
The evaluation of applicants will be conducted on the basis of the information submitted in the application according to criteria of the position and the WCO applicable rules. Applicants should note that canvassing will disqualify and will result in their exclusion from the process.

10. ADDITIONAL INFORMATION

The WCO values commitment to the principles of integrity, transparency and accountability as well as values diversity among its staff members. Applications from qualified women and men will receive equal treatment and due regard will be paid to the importance of recruiting nationals from WCO Members on as wide a geographical basis as possible. Please note that the WCO Headquarters is a non-smoking environment.

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