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 184 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

The Nomenclature and Classification Sub-Directorate is the section in the Tariff and Trade Affairs Directorate of the World Customs Organization that primarily deals with the promotion, development and maintenance of the International Convention on the Harmonized Commodity Description and Coding System and the promotion of a series of Harmonized System related issues such as pre-entry rulings and modernization of classification work to enhance predictability and transparency for the benefit of the business community.

Correct and uniform application of the Harmonized System Convention (Harmonized System or HS) in an efficient manner facilitates international trade and investment and promotes compliance with fiscal and trade rules or laws.

The Sub-Directorate accomplishes its work through committees composed of representatives from each of the Contracting Parties to the HS Convention, WCO Members and representatives of other international organizations and trade association.
3. **OBJECTIVES**

The ideal candidate is an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System and an emphasis on Chapters 84, 85, 87 and 90 of the Harmonized System.

4. **MAIN ACCOUNTABILITIES**

Under the Trade and Tariff Directorate the incumbent will be expected to carry out the following duties:

- Advise on policy issues and complex technical matters relating to the Harmonized System and classification, including the preparation of documents on such matters.
- Research and study questions under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Assist in amending and updating the Harmonized System, the Explanatory Notes, the Compendium of Classification Decisions, the HS Commodity Database and the Alphabetical Index.
- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and Council and assist with preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- Draft articles for WCO publications and those of other international organizations.
- Act as rapporteur in meetings of WCO Committees, etc.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

5. **EDUCATION**

- Applicants for this position must have a university degree or equivalent professional qualification, comprehensive knowledge of the Harmonized System.

6. **EXPERIENCE**

- At least five years’ experience of practical issues relating to Nomenclature matters; in particular tariff classification, at the national and/or international level within their Customs administration.
- Applicants must have in-depth knowledge and experience in Chapters 84, 85, 87 and 90 of the Harmonized System.

7. **LANGUAGES**

- Applicants must be fluent in at least one of the WCO’s official languages (English and French).
- Knowledge of the other WCO’s official language and/or of another major international language (written and spoken) would be advantageous.
8. **COMPETENCIES**

- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the WCO’s official languages.
- Information technology (IT) literate.
- The candidate must have good interpersonal skills, be prepared to work in a team in an international environment and be able to respond flexibly to changes in priorities and requests for work and meet deadlines.

9. **CONDITIONS**

- Five (5) years fixed-term appointment (with possibility of renewal depending on work performance);
- Probationary period: 6 months;
- Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
- 30 days of annual paid leave;
- Grade A3, monthly base salary starting from 6 984.45 EUR, plus allowances based on eligibility (remuneration exempted from income tax in Belgium);
- Compulsory WCO health insurance deducted from the salary (around 67 EUR/month); and
- Appointment subject to the WCO Staff Manual.

10. **APPLICATION AND RECRUITMENT PROCESS**

Only applications from nationals of WCO Members will be accepted.

Appointments may be subject to clearance from the candidate’s own customs organizations.

Interested candidates should submit their application for consideration no later than 18 March 2022, including a CV and cover letter in English or French by e-mail to:

nomenclature.vacancy@wcoomd.org

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.*

11. **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.