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**

Trade facilitation is one of the key factors for economic development of nations and is closely tied into national agendas on social wellbeing, poverty reduction and economic development of countries and their citizens.

In international trade Customs plays a critical role not only in providing expedited clearing processes but also in implementing effective controls that secure revenue, ensure compliance with national laws, and ensure security and protection of society. The efficiency and effectiveness of Customs procedures has a significant influence on the economic competitiveness of nations and in the growth of international trade and the development of the global marketplace.

Trade facilitation, in the WCO context, means the avoidance of unnecessary trade restrictiveness. This can be achieved by applying modern techniques and technologies, while improving the quality of controls in an internationally harmonized manner.

The WCO’s mission is to enhance the efficiency and effectiveness of Customs administrations by harmonizing and simplifying Customs procedures. This in turn will lead to trade facilitation which has been a genuine objective of the WCO since its establishment in 1952. In order to further trade facilitation, the WCO has developed and maintained conventions, standards and
programmes and provided technical assistance and support for capacity building. Through these instruments and activities, its Member Customs administrations have been able to offer their governments and other stakeholders enhanced trade facilitation combined with effective.

3. **OBJECTIVES**

The ideal candidate would be able to demonstrate specific knowledge and experience in the fields of Trade Facilitation and Customs procedures. It is critical that the candidate have strong research, analytical and writing skills. International experience or experience working within an international organization would also be highly regarded.

The candidate should have knowledge of the specificities of Authorized Economic operator (AEO) Programmes, Coordinated Border Management or Air Cargo Security.

Experience in the use of data analytics in advancing AEO programmes and the use of digitization would be an advantage.

4. **MAIN ACCOUNTABILITIES**

Under the Compliance and Facilitation Directorate, the Technical Officer Facilitation/Procedures shall be expected to carry out the following duties:

- Draft policy and procedural documents and undertake studies and analyses on Customs procedures as well as on procedures associated with international cross border trade facilitation and trade compliance.
- Initiate any follow-up actions, including costing, identifying business benefits and resource constraints arising from those studies.
- Deliver training and technical assistance in the area of Trade Facilitation and Customs procedures, and other technical documents prepared by the WCO for Members’ guidance.
- Manage the relevant WCO working bodies in areas of assignment and prepare working documents and briefings for the working body Chairperson, Deputy Director and Director, and prepare reports of those meetings. Similarly, preparing documents and reports relating to meetings of other WCO bodies (e.g. the Policy Commission and Council) whenever required.
- Represent the WCO at meetings, in Customs administrations, in other international and regional organizations and/or in intergovernmental organizations regarding Trade Facilitation and Customs procedures.
- Develop productive working relations with other organizations with observer status at the WCO and private sector entities, especially the Private Sector Consultative Group (PSCG), so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.
- Write briefing notes, presentations and speeches to be given by the Secretary General and other senior Secretariat staff (N.B. : previous experience of drafting briefing notes and presentations at Ministerial/Director General level would be advantageous).
- Design materials for, and lecture at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations. Liaise with Members’ personnel, including in particular Customs Attachés posted in Brussels.
- 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**
   - University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.

6. **EXPERIENCE**
   - The candidate must have first-hand knowledge and experience in Customs procedures/facilitation matters.

7. **LANGUAGES**
   - Applicants must be proficient in drafting and speaking in at least one of the WCO’s official languages (English and French) and have a good working knowledge of the other.
   - Knowledge of another language (written and spoken) would be advantageous.

8. **COMPETENCIES**
   - The candidate must have strong oral communication skills and be able to deliver clear and concise presentations in one of the official languages.
   - The candidate must have the capacity to deliver training and technical assistance to developing countries.
   - The candidate should have a good knowledge of computer applications and knowledge of Microsoft 365 would be an advantage.
   - The candidate must have good interpersonal skills, be prepared to work independently and in a team and have the ability to work successfully in an international environment.
   - The candidate must also adhere to WCO polices, including the WCO Code of Conduct.

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 where applicable.

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:

procedures.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.

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