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 WCO Compliance and Facilitation Directorate, the Environment Programme is a member of the International Consortium on Combating Wildlife Crime (ICCWC). ICCWC is the collaborative effort of five intergovernmental organizations working to bring coordinated support to the national wildlife law enforcement agencies and to the sub-regional and regional networks that, on a daily basis, act in defense of natural resources. The ICCWC partners are the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Secretariat, INTERPOL, the United Nations Office on Drugs and Crime (UNODC), the World Bank and the WCO.

The WCO is responsible to support its Members with regards to all customs related enforcement matters under the ICCWC Programme. Activities encompass institutional assessments, diagnostic missions, trainings, planning and executing Illegal Wildlife Trade (IWT) related enforcement operations, and liaison with Member administrations, to mention a few.
3. MAIN ACCOUNTABILITIES

Under the supervision of the WCO Environment Programme Manager, the Programme Support Officer will focus on the following key activities:

(a) Ensure the effective administration of the ICCWC Programme (including keeping track of budget, estimating costs, processing claims and invoices, drafting letters, logistical arrangements for missions and events);
(b) Support the implementation of the ICCWC Programme;
(c) Assist with reporting; and
(d) Organize events (including submitting travel requests according to the WCO procedures);
(e) Conduct basic research in support of the Environment Programme;
(f) Manage the WCO Environet Platform;
(g) Monitor the WCO Customs Enforcement Network (CEN) seizure database as far as it relates to the Environment Programme;
(h) Perform data extractions from the relevant WCO databases when required;
(i) Liaise with external stakeholders, such as donors, Member administrations, partner organizations and experts; and
(j) Perform other related duties as may be assigned by the supervisor.

4. EDUCATION

- University degree in the field of project management/administration/international relations/development cooperation or related fields.

5. EXPERIENCE

- Minimum 3 years of previous experience in providing administrative and logistical support in a programme/project context is required;
- Experience in budget/financial management;
- Experience with large databases (Excel) would be an asset;
- Experience in and/or knowledge of the functioning of international organizations would be an asset;
- Experience in working with EU-funded projects would be an asset; and
- Experience in environmental matters would be an asset.

6. LANGUAGES

- Fluency in English; and
- Knowledge of French would be a strong asset.

7. COMPETENCIES
- Excellent organizational skills;
- Excellent communication skills (oral and written);
- Ability to work in an international and multicultural environment;
- Ability to adhere to tight deadlines;
- In-depth knowledge of MS office (Word, Excel and PowerPoint); and
- Ability to adapt to the administrative and financial tools used by the WCO.

8. **CONTRACT AND CONDITIONS**

- Staff member under short-term contract of one (1) year, with a possibility of renewal for one (1) year;
- Probationary period: 3 months;
- Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
- 30 days of annual paid leave;
- Salary commensurate to experience and up to 3,000 EUR/month all-inclusive (remuneration exempted from income tax in Belgium);
- 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 as well as include references.

Only short-listed candidates will be contacted for an assessment which may include a written test and/or 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 **23 February 2020**, including a CV and cover letter in English by e-mail to:

**environmentprog@wcoomd.org**

Or by mail to:

World Customs Organization  
Ms. Tiffany Lormeau  
Compliance and Facilitation Directorate  
Rue du Marché, 30  
B-1210 Brussels  
Belgium
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.

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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