COMPLIANCE AND FACILITATION DIRECTORATE
ENFORCEMENT AND COMPLIANCE SUB-DIRECTORATE

WCO ENVIRONMENT PROGRAMME

Project Support Officer –
Re-advertised due to technical issue. Candidates who have already applied for this position are encouraged to resubmit their applications.

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 (EP) supports all WCO Members with regards to Customs related enforcement matters in the field of environmental crimes, especially illegal wildlife trade (IWT). Activities encompass the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) enforcement and compliance and the Customs administration assessment of actions required to implement CITES: diagnostic missions, training, planning and executing IWT related enforcement operations, and liaising with Member administrations, etc.

The Swedish International Development Agency (SIDA) and the WCO jointly prepared a two-year Project to support WCO Member Customs administrations in sub-Saharan Africa, under the auspices of the Combating Illegal Trade in Wildlife: 2021-2023 Programme. The Project
aims to capacitate selected Customs administrations in the mentioned region to better implement the CITES and enforce wildlife trade provisions (national and international), while also raising effectiveness in recognizing and intercepting illegal wildlife trade shipments or cases by applying Customs Risk Management and operational preparation, with emphasis on fostering the regional/international cooperation in relation to illegal wildlife trade.

3. MAIN ACCOUNTABILITIES

Under the supervision of the Programme Officer responsible for IWT related projects, the Project Support Officer will focus on the following key activities:

i. Ensuring the effective administration of the Combating Illega1 Trade in Wildlife: 2021-2023 Programme, including estimating costs, processing claims and invoices, drafting letters, logistical arrangements for missions, events or training, scheduling meeting, including online engagements;
ii. Responding to general queries in relation to activities planned under the Programme;
iii. Assisting with reporting, including the monthly progress report to management;
iv. Submitting travel requests according to WCO procedures;
v. Maintaining project documents and archive;
vi. Supporting procurement and contracting processes;
vii. Supporting the revision (editing) of training materials (non-Customs related parts of the document);
viii. Supporting the preparation of Project related documents;
ix. Conducting basic research in support of the Environment Programme;
x. Performing data extractions from the relevant WCO databases when required;
x. Contributing towards drafting the Programme newsletter, and other Programme communication and visibility activities;
xii. Supporting liaison process with external stakeholders, such as donors, Member administrations, partner organizations and experts; and
xiii. Performing 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 four (4) years of previous experience in providing administrative and logistical support in a programme/project context is required;
- Experience in compiling and analysing budget statistics and other related financial information;
- 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 donor-funded projects would be an asset;
Experience in working in/with sub-Saharan Africa 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 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 of 3,500 EUR/month all-inclusive (remuneration exempted from income tax in Belgium); 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 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 30 September 2021, including a CV and cover letter in English by e-mail to:

[environmentprog@wcoomd.org](mailto:environmentprog@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._

**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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