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

Following a Decision of the WCO Council in June 2009 and the first meeting of the Capacity Building Committee in September 2010, the WCO Capacity Building Directorate (CBD) has supported the development of Customs administrations and personnel over the world. This includes support to implementation of the WCO’s integrity instruments and tools such as the WCO Revised Arusha Declaration Concerning Good Governance and Integrity in Customs.

The Declaration outlines the WCO’s primary policy with regards to integrity. It provides Customs administrations with a practical and institution-specific approach for anti-corruption policies and
practices. It advocates a holistic approach by specifying 10 key factors that are necessary in order for national Customs integrity programmes to be effective:

- Leadership and Commitment
- Regulatory Framework
- Transparency
- Automation
- Reform and Modernization
- Audit and Investigation
- Code of Conduct
- Human Resource Management
- Morale and Organizational Culture
- Relationship with the Private Sector

The Capacity Building Directorate also supports the WCO’s Integrity Sub-Committee (ISC) which serves as a focal point for the WCO’s Integrity-related activity.

3. PROJECT BACKGROUND

With initial funding from the Norwegian Agency for Development Cooperation (Norad), in January 2019, the WCO commenced a new multi-annual, results-based technical assistance and capacity building programme focused on Anti-Corruption and Integrity Promotion (A-CIP) for customs authorities. The A-CIP Programme (hereinafter also referred to as the “Programme”) responds to the recognized high costs of corruption in customs, to both public and private sectors. The Programme is designed with the following goals:

Impact: a better business enabling and law enforcement environment that fights corruption, safeguards integrity and enhances good governance in customs;

Expected Outcome: a select number of WCO Members are implementing new measures to combat corruption and promote integrity in accordance with the 10 key factors of the WCO Revised Arusha Declaration concerning integrity in customs;

These aims are expected to be achieved over the course of 3-5 years through delivery of activities that help improve capacity and utilization of (1) performance measurement, (2) collective action as well as (3) the implementation of specific customs modernization efforts that combat corruption and promote integrity. All these Programme activities are delivered under two components:

Bilateral Component to support WCO countries undertaking measures to implement parts of the Revised Arusha Declaration. Multi-annual action plans are developed for each participating country customs administration along with clear benchmarks and performance measurement criteria. A-CIP is currently supporting WCO member administrations under the Bilateral Component in more than 20 countries;

Multilateral Component to create an enabling environment for WCO Members to implement A-CIP measures by leveraging other regional and international initiatives in parallel and to build WCO instruments and tools.

Fundamental to the results-based approach is having both qualitative and quantitative ways to measure levels of integrity within customs administration and operations. As part of this, the WCO developed a methodology for a Customs Integrity Perception Survey (CIPS) that structured around the 10 key factors of the Revised Arusha Declaration. CIPS aims to assess in a quantitative way how customs officials and private sector stakeholders evaluate the level of integrity in customs administration and operations. Specifically, this survey allows verification of how successful these groups think that customs authorities are in promoting integrity and battling corruption.
The CIPS has been delivered so far in 25 WCO beneficiary countries, with more than 13,600 respondents providing nearly 600,000 data points. Second iterations of the survey are expected to commence in the second half of 2022.

A full time Programme Central Management Team is established at the WCO Secretariat in Brussels, Belgium for the entire period of the Programme.

4. **OBJECTIVES**

4.1. **Overall Objective**

In addition to contributing towards the Expected Outcome of the A-CIP Programme, this assignment is also linked the WCO’s strategic priority to enhance the integrity and professionalism of customs officers in cooperation with external stakeholders.

4.2. **Specific Objectives**

This assignment directly contributes to the A-CIP Programme’s specific objective “to improve capacity and utilization of performance measurement and data analysis”.

It will do this through:

- Deepening the understanding and use of the existing results of the Customs Integrity Perception Survey (CIPS);
- Support to A-CIP Programme partner administrations in their knowledge and use of data in integrity-related activities; and
- Support to improving the utilization of data generally under the A-CIP Programme.

5. **MAIN ACCOUNTABILITIES**

Under the supervision of the WCO A-CIP Programme Manager, and with the support of the A-CIP Programme Team, including Programme Assistants and Integrity Experts, the A-CIP Data Analyst will assist and contribute effectively to the delivery of the A-CIP activities. His/her role is to use the latest standard techniques and skills to process data with the support of appropriate tools. The Data Analyst will focus on the following key activities:

i. **Analyze existing CIPS data:**
   (a) Working with the WCO A-CIP Team to develop appropriate queries of the existing CIPS data;
   (b) Using statistical methods to conduct analysis of the existing CIPS data;
   (c) Providing data visualizations for use by the WCO and its Members; and
   (d) Preparing data analysis reports and visualizations for the WCO A-CIP Programme and its partner administrations.

ii. **Supporting A-CIP Programme beneficiaries use data for integrity:**
   (a) Creating a guidance note for WCO Members to improve utilization of their own CIPS data;
(b) Contributing to raising awareness and encouraging WCO A-CIP Programme partner administrations’ active use of data analysis in their integrity programmes; and
(c) Contributing to the Programme’s technical assistance and capacity building material development and take part in activities (virtual and in-person) where CIPS and data analysis are applicable.

iii. Support to improve utilization of data under the A-CIP Programme:
(a) Providing advice and direction for future iterations of CIPS, including reviewing plans for future implementation and identifying opportunities for improvement; and
(b) Reviewing data use throughout the WCO A-CIP Programme, in particular for performance measurement and Key Performance Indicators (KPIs), and identifying opportunities for improvement, and where possible, assisting with implementation of changes.

iv. Any other Programme-related duties as may be assigned by the supervisor.

6. EDUCATION

• Master’s degree or higher in a relevant field of study;
• A master’s degree in the field of statistics, econometrics or IT would be a great asset.

7. EXPERIENCE

• A minimum of five (5) years’ relevant experience;
• Experience as an analyst in Customs data analysis would be an asset;
• Experience in capacity building and/or training;
• Exposure to the work of other public and private stakeholders;
• Experience in an international/cross-cultural context;
• Sound experience in data analysis and data visualization techniques;
• Sound experience in drafting analysis reports;
• Demonstrated experience working in a team supporting database management, working with data and conducting data analysis.

8. LANGUAGES

• Fluency in English and/or French;
• Other languages of A-CIP Programme beneficiaries (Arabic, Spanish or Portuguese) would be an asset.

9. COMPETENCIES

• Data analysis with sound knowledge of R, Python, and Power BI and/or Tableau Software or any other data visualization tool;
• Good command of MS Office, including Excel (complex formulas for organizing, validating and comparing data, filtering and manipulation), Word, and PowerPoint (for reports and presenting visualizations);
• Ability to work in a multi-cultural environment with a wide variety of stakeholders;
Vacancy Notice – Data Analyst in the WCO A-CIP Programme

- Ability for critical thinking, problem-solving and analytical reasoning; and
- Strong communication, drafting and presentation skills.

10. CONTRACT AND CONDITIONS

- Staff member under short-term contract of one (1) year with possibility of renewal.
- 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 5,500.00 EUR/month all-inclusive (remuneration exempted from income tax in Belgium); and
- Compulsory WCO health insurance deducted from the salary (around 67 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.

11. 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 20 July 2022, including a CV and cover letter in English or French by e-mail to:

A-CIP@wcoomd.org

Or by mail to:

World Customs Organization
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.

12. 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.