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

Gender Equality and Diversity (GED) are fundamental rights consistent with the United Nations (UN) Universal Declaration of Human Rights (UDHR) of 1948. They are considered prerequisites for achieving sustainable development, growth and enhancing performance in organizations. Moreover, Gender Equality is a priority of the UN’s International Development Agenda for 2030; objective 5 of the Sustainable Development Goals (SDGs) underlines that ‘Gender equality is a necessary foundation for a peaceful, prosperous and sustainable world’. In addition, the UN Security Council adopted resolution 1325 in 2000, on Women, Peace and Security. The resolution reaffirms the important role and equal participation of women in the promotion of peace and security, recognizes
the urgent need to mainstream a gender perspective into peacekeeping operations and emphasizes the importance of understanding the impact of armed conflicts on women and girls.

In March 2021, as part of the German Government initiative aimed at supporting partner States on security sector reform, the German Federal Foreign Office (FFO) and the WCO launched the West Africa Security Project (WASP). This project, implemented by the WCO, marks the first formal cooperation between German Customs and the WCO concerning border security matters.

Both partners recognize GED as important factors for social and economic development and for ensuring peace and security in West Africa. The WCO and FFO will continue their cooperation through the new West and Central Africa (WCA) Gender Equality and Security Project. The GED component of this innovative project aims at further supporting Côte d’Ivoire, Ghana and Togo (the initial beneficiaries of the WASP) in developing and implementing gender-responsive and inclusive policies and practices that will contribute to enhancing the security in these countries and in the wider G5 Sahel States region.

Recognizing that GED are key cross-cutting enablers for Customs reform and modernization and prerequisites for sustainable development and growth, the WCO has been actively promoting gender responsiveness and inclusion within Customs since 2013 when it launched the Gender Equality Organizational Assessment Tool (GEOAT). GED fall within the WCO’s remit of Capacity Building support in organizational development and constitute key enablers for effective trade facilitation and security reforms. In this regard, the Project will be instrumental in raising awareness among beneficiary Customs administrations on the links between gender equality, diversity, and Customs reform and modernization. Considering the Project’s specific focus on security, particular efforts will be devoted to collaboration with external stakeholders to identify how Customs can further improve trade facilitation and security for specific target groups, including women.

### 3. PROJECT BACKGROUND

The West Africa Security Project is a project delivered by the WCO in conjunction with the German General Customs Authority, and financed by the German FFO. The West African Security Project is the largest element of this funding, with phase II of the Project (commencing in October 2022) also addressing senior management, gender equality and diversity in the beneficiary countries (Côte d’Ivoire, Ghana and Togo). The GED component of the Project falls under the auspices of the WCO Gender Equality and Diversity Programme, managed by the Capacity Building Directorate (CBD).

More information on WCO’s Gender Equality and Diversity Programme can be found at the following webpage:


### 4. OBJECTIVES

The objectives of the assignment are multi-fold, and can be articulated as follows:

i. **Project-specific role:**

- To oversee the overall project management and delivery of the GED component of the WCA Gender Equality and Security Project according to established work plan and budget in selected partnership countries;
To ensure that Project activities and results are delivered and communicated in accordance with WCO rules;

To ensure that Project transactions, including travel and procurement are managed in accordance with WCO rules; and

To promote the WCO’s unique added value in a complex development partner environment.

ii. Overall WCO GED Programme:

To oversee, lead and coordinate the WCO Programme on GED by providing ideas and inputs, and managing the development of tools and initiatives to advance the overall WCO GED agenda.

5. MAIN ACCOUNTABILITIES

Under the supervision of the Capacity Building Deputy Director, the Project Manager will focus on the following key activities:

i. Project and Delivery Management

(a) Preparing a work plan to outline the schedule for the delivery and review of each activity under the GED component of the Project;

(b) Conducting GED organizational assessments and other relevant analytical work from the perspective of gender equality in Customs for the countries identified based on the WCO GEOAT;

(c) Overseeing and / or leading the drafting of GED organizational assessment reports for selected countries, including recommendations for implementation of GED in Customs, also covering security matters;

(d) In collaboration with partner countries, identifying focal points that can drive GED initiatives;

(e) Overseeing and contributing to the development of specific tools and initiatives to support the implementation of GED in Customs, including a dedicated Chapter on GED Security as a complement to the GEOAT, as well as contributing to the development of tools under other programmes where GED aspects would be covered;

(f) Maintaining active collaboration with Donors, the WCO-FFO Project team and other GED-related initiatives to seek complementarity of activities;

(g) Actively contributing to the planning and delivery of jointly-mediated events with other development partners working on GED and participating in relevant conferences and other fora on GED;

(h) Delivering national and regional trainings, experience sharing, capacity building and/or diagnostic events, including selection of experts, approval of terms of reference and endorsement of deliverables; and

(i) Contributing to developing and maintaining a WCO pool of GED experts.
ii. **Financial Management**
(a) Approving expenditures of the GED West Africa Security Project component in accordance with WCO rules and FFO guidance;
(b) Maintaining accurate forecasts and expenditure reports using WCO financial systems and tools;
(c) Supporting external audits, evaluations and monitoring activities; and
(d) Leading procurement activities for the GED component of the Project, ensuring compliance with WCO rules.

iii. **Monitoring and Evaluation**
(a) Maintaining a project logical framework and performance measurement framework for the GED component, and updating these in accordance with the FFO reporting standards; and
(b) Documenting case studies / best practices and incorporating them into existing WCO documents under the direction of the designated WCO officials.

6. **EDUCATION**
- Masters' level qualification in international development, economics, political economy, gender studies, Customs science or a related field, or;
- Bachelors' level qualification with at least five (5) years of related experience.

7. **EXPERIENCE**
- Middle to senior level project management professional with at least ten (10) years of experience of which at least five (5) years of direct exposure to gender equality and diversity, trade and economic growth programming in an international development context, ideally in Customs;
- Experience in donor coordination and consultation, and planning of coordinated activities with other development partners;
- Experience in the planning, delivery, monitoring and evaluation of capacity building and technical assistance initiatives in a public sector context; and
- Preference may be given to individuals with specific experience in Customs, trade facilitation, trade policy or public financial management.

8. **LANGUAGES**
- Fluency in English and French
- Knowledge of additional languages will be an asset.

9. **COMPETENCIES**
- Ability to facilitate discussions and collaboratively produce working documents;
- Ability to communicate effectively in writing;
- Ability to build trust-based advisory relationships, preferably in a cross-cultural context;
WCO I OMD Vacancy Notice

- Ability to undertake structured diagnostics, formulate and defend recommendations;
- Ability to write general and GED-related reports;
- Ability to effectively brief senior executives;
- Knowledge in gender equality and diversity from a Trade and Customs perspective;
- Knowledge in gender mainstreaming and inclusion;
- Knowledge of the TFA and related Customs standards; and
- Knowledge of global trends in international trade, Customs modernization and public sector management.

10. CONTRACT AND CONDITIONS

- Staff member under short-term contract of fifteen (15) months (with possibility of renewal based on performance and availability of funding);
- Probationary period: six (6) months;
- Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
- Frequent travel required to beneficiary countries;
- 30 days of annual paid leave;
- Salary of EUR 8,000 / month all-inclusive (remuneration exempted from income tax in Belgium); and
- Compulsory WCO basic 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 to subsequently occupy a permanent post within the WCO. The successful applicant will not be affiliated with 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 23 September 2022, including a CV and cover letter in English or French by e-mail to:

capacity.building@wcoomd.org

Or by mail to:

Capacity Building Directorate
World Customs Organization

www.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.*

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.