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

In order to effectively enforce the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and suppress illegal wildlife trade (IWT), the WCO Environment Programme...
Programme (EP) aims at raising Customs profile and at enhancing Customs administrations' capacities in terms of detection, interception, processing, investigation, and handling of prosecution of cases. To this end, the EP organizes a range of activities, such as:

- the development of tools and training materials on CITES enforcement;
- regional and global workshops and webinars aiming to improve the skills and knowledge of Customs officers and enhance international and inter-agency cooperation in the field of combating IWT;
- diagnostic and technical support missions, in which experts collaborate with beneficiary administrations to address training frameworks, enhance and implement legal instruments, strengthen the IWT Risk Management framework;
- operational planning and implementation based on administrations' needs and priorities;
- IWT accreditation workshops, with the objective to create and extend a pool of IWT experts in the different regions; and
- regional and global enforcement operations against IWT, allying the efforts of different law enforcement agencies.

The EP’s IWT portfolio encompasses programme activities that have the common objective to capacitate the beneficiary Customs administrations by implementing activities that increase the overall awareness on IWT, foster administrations’ efficiency and effectiveness by applying modern risk management techniques, enhancing national and international cooperation, and improving enforcement efforts.

3. PROJECT BACKGROUND

The International Consortium on Combating Wildlife Crime (ICCWC) is the collaborative effort of five inter-governmental organizations working to bring coordinated support to national agencies responsible for wildlife law enforcement and criminal justice, as well as sub-regional and regional networks that act in defence of natural resources daily. The five partner agencies to ICCWC are the CITES Secretariat, the International Criminal Police Organisation (INTERPOL), the United Nations Office on Drugs and Crime (UNODC), the World Bank Group (WBG) and the WCO.

ICCWC is about to launch a new phase of its programme: the ICCWC Programme 2023-2026. Under this framework, the WCO EP ICCWC Programme (hereinafter also referred to as the “EP ICCWC Programme”) aims to strengthen the enforcement capacities of Customs administrations globally to effectively combat IWT through detection, seizures, and cooperation with law enforcement agencies and the judiciary system.

Under its previous phase – the ICCWC Programme 2016-2020 – the WCO EP has organized a series of enforcement operations, Operation Thunder, co-led with INTERPOL. It also developed the Frontline Customs Officers’ Guide to Key Multilateral Environmental Agreements (MEAs), which includes CITES, developed a series of training modules for Customs focusing on the wildlife trade and Customs’ duties and methodologies when encountering cases of wildlife trade, and organized numerous trainings and events at regional and global level aiming to develop Customs capacities in relation to IWT and raise awareness of Customs administrations on the issue. The EP’s activities
under the ICCWC Programme are funded by the European Union and the United Kingdom of Great Britain and Northern Ireland.

4. **OBJECTIVES**

Specific objectives of the EP ICCWC Programme include:

- developing tools and training materials on CITES enforcement;
- organizing regional and global workshops, trainings and webinars, aiming at improving skills and knowledge of Customs officers on IWT and enhancing international and inter-agency cooperation in combating IWT;
- collecting operational data and utilizing the WCO tools for data storage, analysis and drafting report;
- implementing IWT enforcement operations which bring together several countries and agencies;
- collaborating with WCO Regional Intelligence Liaison Offices (RILOs) to facilitate the exchange of information relating to IWT between Customs administrations;
- providing training and technical assistance in accordance with the ICCWC/WCO scope of activities to enhance the capacity of Customs officers to deploy enforcement techniques more effectively to combat wildlife crime; and
- organizing side events at high-level/strategic meetings to increase awareness and recognizing and addressing wildlife crime as a serious crime.

5. **MAIN ACCOUNTABILITIES**

Under the supervision of the Technical Officer managing the EP Programme, and in close cooperation with the IWT Programme Officer, the EP ICCWC Programme Support Officer will contribute to the delivery of the EP objectives, focusing on the following key activities:

i. **Assisting with all administrative tasks associated with the EP ICCWC Programme**

   (a) ensuring the effective administrative support to the EP ICCWC Programme by estimating costs, processing claims and invoices, drafting letters, coordinating logistical arrangements for missions, events/trainings, and scheduling meetings, including online engagements;
   (b) responding to general queries in relation to activities planned under the EP ICCWC Programme;
   (c) assisting with reporting, including monthly progress reports, to the management;
   (d) submitting travel requests following WCO procedures;
   (e) maintaining EP ICCWC Programme documents and archives up to date;
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(f) supporting procurement and contracting processes;
(g) supporting the revision/editing of training materials;
(h) supporting the preparation of EP ICCWC Programme-related documents;
(i) conducting basic research in support of the Programme;
(j) performing basic data extractions from the relevant WCO databases when required; and
(k) supporting liaison with external stakeholders, such as donors, Members administrations, partner organizations and experts.

ii. **Assisting with the preparation of outreach and communication materials and implementation**

Contributing to drafting the EP ICCWC Programme’s communication and visibility activities.

iii. **Any other EP-related duties as may be assigned by the supervisor**

6. **EDUCATION**

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

7. **EXPERIENCE**

- Minimum of four (4) years of previous experience in providing administrative and logistical support in a programme/project context is required;
- Experience in supporting the organization of workshops, meetings and events (physical and virtual);
- Experience in compiling and analysing budget data and other related financial information;
- Experience with large databases (e.g., Excel);
- Experience in and/or knowledge of the functioning of international organizations would be an asset; and
- Experience in environmental matters would be an asset.

8. **LANGUAGES**

- Fluency in English and French.

9. **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.

10. CONTRACT AND CONDITIONS

• Staff member under short-term contract until June 2024;
• Probationary period of 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 4,000 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 Friday, 11 November 2022, including a CV and cover letter in English or French by e-mail to:

EnvironmentProg@wcoomd.org

Or by mail to:

World Customs Organization
COMMPLIANCE AND FACILITATION
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.