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

Under the enforcement of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and suppression of crimes related to illegal wildlife trade (IWT), the WCO Environment Programme (EP) aims at raising Customs profile and at enhancing the Administrations’ capacities in terms of detection, interception, processing, investigation and handling for the prosecution of cases. To this end, the EP organizes a range of activities, such as:
• 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 IWT;
• Diagnostic and technical support missions, in which experts work with beneficiary administrations to address training frameworks, enhance and implement legal instruments, strengthen the IWT Risk Management framework;
• IWT operational planning and implementation based on the administrations’ needs and priorities;
• IWT accreditation workshops, with the objective to create and extend a pool of IWT experts in the different regions;
• IWT enforcement operations, which bring together several countries and agencies.

The EP’s IWT portfolio encompasses Programme and Project 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 WCO EP INAMA Project (hereinafter also referred to as the “Project) aims to strengthen the enforcement capacities of Customs administrations in sub-Saharan Africa, South America and Asia in the field of IWT.

Since its inception in 2014, the Project provided support to more than 30 countries and the current edition is financially supported by the US Department of State Bureau of International Narcotics and Law Enforcement Affairs (INL). Under the INAMA umbrella, a large number of events has been carried out at national, international and global levels, including expert missions, workshops, training and enforcement operations, significantly enhancing local capacities and creating a strong well-connected network of experts in the field. In the context of the Project, several Customs officers from Africa and Asia were accredited as WCO Technical and Operational Advisors (TOAs) in the field of IWT.

4. OBJECTIVES

Specific objectives of the INAMA Project include:

• 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 IWT;
• Diagnostic and technical support missions, in which experts work with beneficiary administrations to address training frameworks, enhance and implement legal instruments, strengthen the IWT Risk Management framework;
• IWT operational planning and implementation based on the administrations’ needs and priorities;
WCO I OMD Vacancy Notice – Project Support Officer – INAMA Project

- IWT accreditation workshops, with the objective to create and extend a pool of IWT experts in the different regions; and
- IWT enforcement operations, which bring together several countries and agencies.

5. MAIN ACCOUNTABILITIES

Under the supervision of the Environment Programme Manager, and with the support of the IWT Programme Officer, the Project Support Officer will assist and contribute effectively to the delivery of the EP activities. His/her role is to use the latest standard techniques and skills to process data with the support of appropriate tools. The Project Support Officer, under the Environment Programme Manager supervision, will focus on the following key activities:

i. Assisting with all administrative tasks associated with the INAMA Project:

(a) Ensuring the effective administrative support to the Project by including estimating costs, processing claims and invoices, drafting letters, logistical arrangements for missions, events or training, and scheduling meeting, including online engagements;
(b) Responding to general queries in relation to activities planned under the Project;
(c) Assisting with reporting, including the monthly progress report to management;
(d) Submitting travel requests according to the WCO procedures;
(e) Maintaining Project documents and archives;
(f) Supporting procurement and contracting processes;
(g) Supporting the revision (editing) of training materials (non-Customs related parts of the document);
(h) Supporting the preparation of Project-related documents;
(i) Conducting basic research in support of the Project;
(j) Performing basic data extractions from the relevant WCO databases when required; and
(k) Supporting liaison process with external stakeholders, such as donors, Member administrations, partner organizations and experts.

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

Contributing towards drafting the Project newsletter, and other Project communication and visibility activities.

iii. Any other Programme-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 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 (virtual and physical);
- Experience in compiling and analysing budget statistics and other related financial information;
- Experience with large databases (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
- Knowledge of French would be a strong asset.

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 September 2023;
- 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 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 10 July 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
COMPLIANCE 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.