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**

The WCO Compliance and Enforcement Sub-directorate is tasked to support WCO members in their mandates to prevent illicit trade across borders, and in the protection of their societies from all harms, including those from terrorism.

3. **PROJECT BACKGROUND**

The project is focused on the Customs administrations in Côte D'Ivoire, Togo, and Ghana and the Sahel (G5) countries. The principal aim is to improve Customs security and trade related procedures so that they can effectively control the supply chain of goods into and across the region, thereby restricting access to Improvised Explosive Devices (IED) precursor chemicals and components, Small Arms and Light Weapons (SALW), whilst also identifying illicit trade in
goods and cash, which may be used to finance terrorism in the region. The activities are focused on capacity building for frontline customs staff at the major regional ports and in vulnerable border areas, with the goal of ensuring that the Security and Surveillance Mandate is established in Customs, and to support Customs in playing a significant role in the border security aspects of coordinated border management strategies in all the countries of the region as well as in the fight against illicit trade.

The Project will initially focus on a “diagnostic phase” where the situation in the major ports, airports and land borders serving the region in Côte D'Ivoire, Togo, and Ghana will be assessed in order to establish how better revenue and security related Customs procedures in these facilities can be implemented, and assessing how the enhanced use of nCEN and other intelligence tools can effectively profile higher risk shipments of IED precursor chemicals and components, SALW and Weapons of Mass Destruction (WMD) components. After this initial stage, data collected during the “diagnostic phase” will be used to inform the exact balance of awareness raising, training and operational activity provided over the following two years. In addition, the initial report will identify how, where and what training and operational activities will be delivered in the G5 countries, during the second phase.

The Project will adopt a multi-tier delivery model, with Security at the centre supported by intelligence and targeting tools. The next layer down will focus on developing broader Customs activities focusing on tools and training that enhance the ability of Customs administration to combat illicit trade and financial flows. This will focus on cross cutting tools, such as the WCO Customs Enforcement Network and targeting tools, the application of the Compendium of Customs Operational Practices for Enforcement and Seizures (COPES) and the Risk Management Compendium to develop operational best practice within participating Customs Administrations.

4. OBJECTIVES

The objectives of the assignment are to:

- Produce a detailed Project Implementation Plan for Phase 2 of the Project, through the undertaking of diagnostic missions and the collation and analysis of host country and WCO data; and
- Create a governance structure, including timelines, risk registers and performance frameworks for phase 2 of the Project.

5. MAIN ACCOUNTABILITIES

Reporting to the Deputy Director – Compliance & Enforcement of the Compliance and Facilitation Directorate, the Project Expert has oversight responsibility to plan, direct and monitor the Project, from implementation to end of phase one. He/She will be accountable for the expected Project results and perform highly developed project management duties, including:
i. Reporting and analysis activities

(a) Organizing, managing and conducting diagnostic surveys and missions to assess the target countries in West Africa;

(b) Drafting of an Implement Reports and of an In-depth Assessment Report outlining delivery options for phase 2 for the donor and WCO management;

(c) Drafting of Needs Analyses and business cases in relation to any intelligence tools and detection equipment needed by the Project;

(d) Preparing a risk matrix for use by the Project; and

(e) Producing mid-term reports), and a detailed final report and a financial report at the end of the Project initial phase.

ii. Communication activities

(a) Marketing and promoting the Project, including production of publications;

(b) Advising WCO’s management in relation to the Project;

(c) Liaising effectively with project participants, partners and key stakeholders; and

(d) Providing regular verbal reporting on project activities.

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

6. EDUCATION

- Bachelor degree or higher, in a relevant field of study or an equivalent combination of education, skills and experience.

7. EXPERIENCE

Extensive knowledge and experience in:

- Working with Customs and law enforcement agencies in West Africa
- Customs control and law enforcement related issues; and
- Diagnostic reporting in relation to capacity of Customs administrations.

8. LANGUAGES

- Fluency in English and/or French.

9. COMPETENCIES

- Strong interpersonal and communication skills: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed;
• Capacity to create and sustain a network;
• Ability to work in a multi-cultural environment with a wide variety of stakeholders;
• Strong organizational and work capacity in a demanding context: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings; and
• Good mastery of Microsoft Office software (Word, Excel, Powerpoint), including data management.

10. CONTRACT AND CONDITIONS

• Staff member under short-term contract of 6 months
• Probationary period: 2 months;
• Full-time employment (37.4 Hours weekly);
• Annual paid leave;
• Travel required to beneficiary countries and funded in accordance with WCO internal rules and regulations;
• Salary commensurate to experience and up to 8,000 EUR/month all-inclusive based on a short-term contract (the remuneration is exempt from income tax in Belgium);
• 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.

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 21 December 2020, including a CV and cover letter in English or French by e-mail to:

James.McColm@wcoomd.org

Or by mail to:

World Customs Organization
COMPLIANCE & 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.

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