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
The WCO Security Programme currently has five Programme areas and one regionally focused Security project. The Security Programme is part of the WCO’s Enforcement and Compliance Sub-Directorate which focuses on assisting WCO Members to implement their Enforcement and Security mandates, through the provision of guidance and through training, awareness raising and capacity building activities. The West Africa Security Project (WASP) was established in 2021 and conducted an assessment phase for 6 months which produced an Implementation plan for phase two. Phase two will start from October 2022 and will involve the implementation of an adapted version of the
implementation plan over a 15 month period. The beneficiary countries are Côte D’Ivoire, Ghana, and Togo.

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 Federal Foreign Office. The West African Security Project is the largest element of this funding which also addresses senior management and gender equality in the beneficiary countries. The WASP is focused on improving Enforcement and Security processes and procedures in the beneficiary countries with a goals of restricting access to materials and finance to criminal and terrorist groups operating in West Africa. An implementation plan was produced by the WASP in 2021 and the Project will focus on the implementation of these recommendations.

The Project is based on a phased delivery approach, this phase will be delivered over 15 months, and towards the end of the project WCO will discuss with donors about the implementation of further phases and additional activities.

4. OBJECTIVES

The objectives of the project are detailed in the 2021 WASP Implementation Assessment and are as follows:

- Procurement, delivery and training in the use of specific detection equipment;
- Procurement on the nCEN Intelligence and seizure management system and enhanced training and mentoring in its use;
- Providing detection skills training to frontline officers and their managers in the beneficiary countries;
- Providing security focused awareness training to senior managers in the beneficiary countries to ensure their support for the project; and
- Conducting a security focused law enforcement operation involving Customs Administrations in the beneficiary countries.

5. MAIN ACCOUNTABILITIES

Under the supervision of the West Africa Security Project Manager the Project Assistant will focus on the following key activities:

i. Assisting with all administrative tasks associated with the WASP:

(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 quarterly and annual progress report to management;
(d) Submitting travel requests according to the WCO procedures;
(e) Maintaining Project documents and archives;

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(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 and the wider Security Programme;
(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 social media and web articles, 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 three (3) 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); and
- Experience in and/or knowledge of the functioning of international organizations would be an asset.

8. LANGUAGES

- Fluency in both of the WCO’s official languages (English and French) is a necessity.

9. COMPETENCIES

- Ability to work constructively in a small team and in a multinational environment;
- Excellent organizational skills;
- Excellent communication skills (oral and written);
- 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 of fifteen (15) months;
- 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 at 3,000 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 WCO 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 **23 September 2022**, including a CV and cover letter in English or French by e-mail to:

James.McColm@wcoomd.org

Or by mail to:
James McColm
World Customs Organization
Compliance & Enforcement Sub-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.