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 goal 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

The selected candidate will report to the Deputy Director (Enforcement and Compliance) of the Compliance and Facilitation Directorate, and work in close collaboration with the respective Security Programme Technical Officers, and will have oversight responsibility to plan, direct and monitor the project, from implementation to close-down. He/She will be accountable for the expected project results and perform highly developed project management duties, including:

i. Managing and reporting on all activities associated with the WASP:

(a) Implementing, managing and monitoring of the work plan, logframe and risk matrix;
(b) Managing and overseeing the work of the Project team (which in addition to the Project Manager, includes an Assistant and two Trainers, as well as consultants);
(c) Organizing, managing and conducting a high level awareness event with the beneficiary countries;
(d) Organizing, managing and conducting capacity building workshops for the beneficiary countries in West Africa;
(e) Organizing and coordinating law enforcement operations in beneficiary countries;
(f) Effective management and deployment of resources including finance and experts;
(g) Timely procurement of technical detection equipment, organizing its distribution and monitoring;
(h) Completing regular periodic internal and donor reporting;
(i) Advising WCO’s management in relation to the Project;
(j) Coordinating activities with the WCO CEN team for the nCEN deployment;
(k) Delivering the Project activities in line with the overarching WCO Security Programme activities and objectives set by the Programme Technical Officers;
(l) Coordinating actively with relevant international organizations to maximize the impact of the Project and avoiding overlapping activities; and
(m) Producing a final project report and a detailed final report as well as a financial report at the end of the Project.

ii. Production of Project outreach and communication materials and implementation:

(a) Representing WCO and the Project in relevant international meetings;
(b) Preparing materials for and attending senior management engagement events;
(c) Preparing materials and reporting relating to Project operation activity;
(d) Drafting publicity material on behalf of the Project for the WCO and donor; and
(d) Drafting social media and web articles, and other Project communication and visibility activities.

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

6. EDUCATION

• University degree in a relevant field of study or equivalent professional experience.

7. EXPERIENCE

• Minimum ten (10) years of experience of project management in a Customs or Border Security Context;
• Experience of managing diverse and remote teams;
• Experience in the procurement of Customs detection equipment and familiarity with procurement procedures;
• Experience of working with developing Customs Administrations (ideally in Africa) and knowledge of capacity and capability issues they face;
• Experience in budget management and financial reporting; and
• Experience in and/or knowledge of the functioning of international organizations would be an asset.
8. **LANGUAGES**

- Fluency in one of the WCO’s official languages (English and French); and strong knowledge of the other.

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 8,800 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

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.