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**

Within the Capacity Building Directorate, the SECO-WCO Global Trade Facilitation Programme (hereinafter “GTFP” or the “Programme”) is a 4-year comprehensive capacity building programme made to assist the beneficiary Customs Administrations (CAs) and, where relevant, other fiscal administrations and stakeholders (including the private sector) involved in the clearance of commercial goods at the border.

A full time Programme Management Team has been established at the WCO Secretariat in Brussels, Belgium.

3. **PROJECT BACKGROUND**

SECO is the Trade Promotion Division of Switzerland’s State Secretariat for Economic Affairs. One of the main goals of SECO is to create favourable framework conditions for trade. SECO, therefore, supports partner countries, middle-income countries in a first place, to apply different
international agreements efficiently and to facilitate trade. Well-functioning institutions, such as CAs, are key to achieving this objective.

SECO has contracted the WCO to plan and implement a trade facilitation programme (the GTFP) for some of their priority partner countries.

The beneficiary countries of this programme are, in a first phase, Bolivia, Colombia, Peru and Uzbekistan. Other countries may be joining the Programme at a later stage.

The Programme will allow full-fledged interventions for the main beneficiary countries but also ad-hoc assistance for other SECO partner countries, in particular EFTA partners with a free trade agreement in force. These activities will be agreed between SECO and the WCO during the Programme’s inception or implementation phase.

4. **OBJECTIVES**

The overall objective of the GTFP is to contribute to fostering and facilitating international trade through strengthening compliance of selected developing SECO partner countries, in particular CAs, with international standards and best practices for the importation, exportation and transit of commercial goods.

The purpose of the intervention is to strengthen the organizational and technical capacities of beneficiary CAs, to successfully lead, plan and implement sustainable and transparent customs reforms, with involvement of relevant stakeholders, and apply international standards and best practices, in particular those of the WCO and of the WTO related to trade facilitation.

The Programme will pursue three outcomes, thus responding to the main challenges identified in the area of Trade Facilitation:

- **Outcome 1: Organizational Development** – Sustainable management of customs reforms and modernization by beneficiary CAs through enhanced organizational development capacities. Institutional strengthening of CAs through leadership and management development, improvement of strategic planning of reforms, the introduction of competency based human resources management and the improvement of stakeholder relations, in particular those of the private sector.

- **Outcome 2: Trade Facilitation** – Facilitated and enhanced trade through modern and efficient customs procedures compliant with international standards and best practices. Improving compliance capacity through specialized capacity building and training for CAs and relevant stakeholders in international standards and best practices related to trade facilitation.

- **Potential Outcome 3: Performance measurement** – A comprehensive performance measurement tool for CAs is developed. Providing Customs managements with a tool to measure the performance of Customs in a more comprehensive and transparent manner.

Therefore, the Programme contributes to achieving the 2030-UN Sustainable Development goal 8-Sustained, inclusive and sustainable economic growth.
5. **MAIN ACCOUNTABILITIES**

Under the supervision of the GTFP Programme Manager, the Programme Assistant will focus on the following key activities:

i. **Programme Implementation:**

   (a) Conducting background research to inform project planning; and
   (b) Contributing to drafting of project activity plans, reports and monitoring of implementation.

ii. **Communications:**

   (a) Assisting with implementation of the Programme's Communication and Visibility Plan;
   (b) Drafting articles on Programme activities and achievements to be published on the WCO website or through newsletters;
   (c) Ensuring Programme communications are properly documented and tracked and in line with WCO and SECO Visibility Rules;
   (d) Ensuring translation of relevant documents by the WCO translation services; and
   (e) Maintaining a network of contacts in beneficiary administrations to support implementation, monitoring and evaluation of activities.

iii. **Procurement, Contracting and Logistics:**

   (a) Drafting invitation letters and logistic notes for Experts and participants of Programme activities;
   (b) Booking travel tickets and accommodations for Experts and participants of Programme activities, arranging payments of their per diem and assisting them in visa and travel insurance matters; and
   (c) Booking conference facilities, interpreters and other service providers in accordance with established WCO procurement policies and relevant provisions of the Programme contract and budget.

iv. **Support to Experts:**

   (a) Providing pre-departure briefings to technical experts, addressing questions of business culture/etiquette, entry/exit requirements, safety and security, and governance;
   (b) Ensuring that experts are provided with access to the WCO’s e-learning materials and are encouraged to use them;
   (c) Ensuring all necessary materials and reports are collected from the experts at the end of each activity; and
   (d) In collaboration with the Programme Manager, ensuring that experts are appropriately debriefed.

v. **Financial Management:**

   (a) Ensuring Programme expenditures are properly recorded and records are maintained.

vi. **Any other related duties as may be assigned by the supervisor.**
6. **EDUCATION**

- Bachelor level qualification or related experience.

7. **EXPERIENCE**

- At least three (3) years’ demonstrated experience in supporting multi-stakeholder projects, preferably in an international context;
- Experience in maintaining a network of contacts, particularly within a Customs or government context;
- Experience in organizing events; and
- Experience in an international / cross-cultural context.
- Preference will be given to applicants with:
  - Experience in international capacity building; and/or
  - Exposure to South-America or Central Asia.

8. **LANGUAGES**

- Fluency in English;
- Proficiency in drafting and speaking Spanish; and
- Knowledge of other languages of beneficiary countries of the GTFP would be a strong asset.

9. **COMPETENCIES**

- Ability to build relationships, advocate and follow-up;
- Ability to communicate effectively in writing;
- Team orientation;
- Proficiency in the use of office automation software (MS Office and Publishing software);
- Knowledge of the Customs environment; and
- Knowledge of the WTO TFA is an advantage.

10. **CONTRACT AND CONDITIONS**

- Staff member under short-term contract of two (2) years with possibility of extension;
- 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;
- Frequent travel required to beneficiary countries;
- Salary commensurate to experience and up to 3,500 EUR/month all-inclusive (remuneration exempted from income tax in Belgium); and
- 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
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, 21\textsuperscript{st} August 2020, including a CV and cover letter in English by e-mail to:

wcoGTFP@wcoomd.org

Or by mail to:

World Customs Organization
Capacity Building 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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