



WORLD CUSTOMS ORGANIZATION  
ORGANISATION MONDIALE DES DOUANES

**COMPLIANCE AND FACILITATION DIRECTORATE  
ENFORCEMENT AND COMPLIANCE SUB-DIRECTORATE**

**IPR, HEALTH AND SAFETY PROGRAMME**

**WCO PROJECT ON THE URGENT NEED ON FACILITATION AND  
COORDINATED CUSTOMS CONTROL AGAINST CROSS-BORDER  
CONSIGNMENTS LINKED TO COVID-19 (INCLUDING OPERATION  
STOP II)**

**Project Support Officer**

**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**

This COVID-19 pandemic continues to pose a risk to the health of people throughout the world and seriously jeopardizes future economic prospects on an international scale. Millions of people all over the world have died of the disease, which was declared a pandemic by the World Health Organization (WHO) on 11 March 2020.

WCO has encouraged its Members to continue facilitating, not only medical goods, but goods in general, to help minimize the overall impact of the COVID-19 pandemic on public health and global economies.

For their part, WCO and its Members held operation STOP in May to July 2020 for the immediate and urgent response to the COVID-19, and for border enforcement on counterfeit medicines and illegal medical items.

With over 1,200 cases of seizures or detentions reported by the Members, operation STOP was a great success, demonstrating how fast-moving and highly qualified Customs administrations are.

Although Operation STOP has ended, COVID-19 pandemic has not ended and therefore Customs authorities need to maintain their efforts to combat such counterfeiting at each border.

The 137<sup>th</sup> session of the Customs Co-operation Council, through a Council resolution (December 2020) has invited the WCO Members and Secretariat to take action for protecting people's health and safety during the global distribution of the COVID-19 vaccines.

The WCO response to this urgent need on facilitation and coordinated Customs control against cross-border consignments linked to COVID-19 includes Operation **STOP II**.

Operation **STOP II (hereinafter the "Project")** is intended as a follow-up to the findings of Operation STOP I to protect the public against counterfeit/illicit medicines and other medical supplies and equipment linked to COVID-19. This Operation also takes into account vaccines being circulated in connection with the COVID-19 pandemic in order to protect people against fake vaccines.

The overall purpose of the Project is to curb the illicit trade of medicine, vaccines and medical equipment linked to the COVID-19 pandemic, while facilitating legitimate trade.

### **3. PROJECT BACKGROUND**

On 30 January 2020, the WHO declared that the outbreak of novel coronavirus (2019-nCoV) constituted a Public Health Emergency of International Concern (PHEIC). On 11 March 2020 the WHO characterized the novel coronavirus disease (COVID-19) as a pandemic.

The pandemic brings with it the third and greatest economic, financial and social shock of the 21<sup>st</sup> Century, after 9/11 and the Global Financial Crisis of 2008. The WHO also pleads for making every effort to end and relieve the impact of COVID-19 on the trans-border movement of goods. In this context, swift action is required by all stakeholders. Urging policymakers to find ways to foster resilient infrastructures to ensure economic stability and cohesion and address structural vulnerabilities is of vital importance.

As a key player in global supply chain, Customs administrations are strongly urged to facilitate and expedite the movements of relief and essential goods and to ensure the stability and continuity of the global supply chain, in order to help minimize the overall impact of the COVID-19 pandemic on our economies and societies.

### **4. OBJECTIVES**

The main objectives of the Project are as follows:

- To focus on Customs border enforcement for counterfeit, illicit and substandard medicines, medical supplies and vaccines related to the COVID-19 pandemic;

- To support the information exchange regarding pre-arrival information on trans-border COVID-19 vaccine consignments with the Intellectual Property Rights (IPR) CENcomm group;
- To prepare and implement Operation STOP II for the above-mentioned objectives and encourage the WCO Members to participate actively, and cooperate fully with other law enforcement authorities, health authorities and private sectors;
- To engage in the development of IT tools, such as CEN, IPR CENcomm group already developed by WCO Secretariat staff from other departments;
- To engage in preparation and organization of Workshops for accredited experts in the IPR field;
- To hold Regional Intelligence Liaison Office (RILO) meetings and regional meetings for better preparation for STOP II;
- To prepare periodical reports during and after STOP II based on the reports received from Members and to add useful information for Members in collaboration with the Data Analyst in the Project team;
- To hold a webinar for stakeholders participating in STOP II on the outcomes of the operation and prepare a press release introducing the operation;
- To hold a global conference to introduce the global trend on counterfeits and other illicit goods during the COVID-19 pandemic based on the data from STOP I, STOP II and other sources such as the information from Member countries reports and the private sector; and
- To encourage raising awareness amongst the public to the WCO and Customs rapid response and to the harmfulness of counterfeit medicines and other goods related to COVID-19 pandemic.

## **5. MAIN ACCOUNTABILITIES**

The main responsibility of the Project Support Officer is to assist the Project Team in organizing the activities and achieving the goals within the budget and in a timely fashion.

A variety of Project support activities are expected to be performed, including assisting the Project Team in developing and implementing Project plans, and coordinating, promoting and documenting the Project's delivery through effective logistical, procurement and communications support.

Under the supervision of the Project Manager, the Project Support Officer will focus on the following key activities:

- (i) Supporting the Project team as a team member towards achieving the Project's goals;
- (ii) Contributing to the Project's communication and visibility plan;
- (iii) Contributing to the draft of letters, reports, newsletters etc.
- (iv) Supporting the Project team with translations when deemed appropriated;

- (v) Processing Purchase orders (PO) and making bookings and payments for conference facilities, interpreters and other service providers in accordance with established WCO procurement procedures, relevant WCO internal rules and relevant provisions of the Project contract and budget;
- (vi) Making bookings and payments for travel and accommodation for experts and participants of Project activities and providing assistance in visa and travel insurance matters;
- (vii) Supporting the organization of trainings, webinars and any other event; and
- (viii) Any other related duties as may be assigned by the supervisor.

## **6. EDUCATION**

- Bachelor degree, or relevant experience commensurate with a graduate degree.

## **7. EXPERIENCE**

- At least one (1) year of relevant experience.
- Interest in working in an international/cross-cultural context.

## **8. LANGUAGES**

- Fluency in English; and
- Knowledge of French would be a strong asset.

## **9. COMPETENCIES**

- Ability to build relationships, advocate and follow-up;
- Ability to communicate effectively in writing;
- Ability to work in teams;
- Proficiency in the use of office automation tools (MS Office and publishing software); and;
- Knowledge of international law enforcement issues and policies.

## **10. CONTRACT AND CONDITIONS**

- Staff member under short-term contract of six (6) months (no possibility of extension foreseen);
- Probationary period: two (2) months;
- Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
- 30 days of annual paid leave;
- Salary up to 3,000 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 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 18 November 2021, including a CV and cover letter in English or French by e-mail to:

[IPRVacancy@wcoomd.org](mailto:IPRVacancy@wcoomd.org)

Or by mail to:

World Customs Organization  
Facilitation and Procedure 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.

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