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 African Continental Free Trade Area (AfCFTA), approved in 2012 by the African Union’s (AU) 18th Ordinary Session of Assembly of Heads of State and Government, is one of the Flagship Projects of Agenda 2063. The Action Plan for Boosting intra-African trade focuses mainly on accelerating intra-African trade and boosting Africa’s trading position in the global market, in
particular through the implementation of trade facilitation standards and tools. The AfCFTA entered into force on 30 May 2019 and the Operational Instruments governing trade under the AfCFTA regime were launched in Niamey, Niger in July 2019. Trading under the AfCFTA commenced on the 1st of January 2021.

Annex 2 of the AfCFTA Protocol on Trade is dedicated to Rules of Origin (RoO) that should be implemented by all Members of the AU. The EU-WCO RoO Africa Programme (hereinafter referred to as the “Programme”) is a 48 months initiative funded by the European Union (EU) and implemented by the WCO to support the African continent to improve its capacity to deal with RoO and ultimately to support the harmonized and coordinated implementation and application of the RoO under Annex 2 of the AfCFTA.

3. PROJECT BACKGROUND

The Programme is a concrete step taken by the EU and the WCO in consultation with key stakeholders to support African partners in the implementation of the AfCFTA. The main beneficiaries of the programme will be: 1) at continental level, the AfCFTA Secretariat and the African-Union Commission (AUC); 2) at regional level, the African Regional Economic Communities (RECs), 3) at the national level, the African Customs Administrations (CA) and other Government Administrations (OGA), where relevant, and 4) the Private Sector stakeholders involved in origin matters. The main activities of the programme will be:

- Organizational diagnostics, gaps and needs assessments, analysis and review of national policies, and processes;
- Mapping exercises and case studies including on EU Economic Partnership Agreements;
- Assistance in developing standard operating procedures (SOPs), guidelines, etc.;
- Capacity building;
- Support to the development of information and awareness-raising campaigns;
- Thematic seminars, workshops, training and information exchange sessions;
- Study visits;
- Evaluation of national, regional and continental institutional structures, policies, procedures;
- Development of methodologies on Data sharing methods and tools;
- Train the trainer programmes;
- Support to implement RoO-related flagship initiatives (E-certification, self-certification); and
- Dedicated facility for demand-driven technical assistance.

The Programme will also contribute, in coordination with the WCO Origin Sub-Directorate, to further develop RoO-related e-learning, IT-tools and publications.
A full time Programme Management Team consisting of a Head of Programme (HoP), a RoO Lead Expert (OLE), a RoO Expert (OE), a Programme Officer (PO) and a Programme Assistant (PA) will be established at the WCO Secretariat in Brussels, Belgium.

4. **OBJECTIVES**

The overall objective of the Programme is to contribute to facilitating and increasing intra-African trade, trade between Africa and Europe, and between Africa and the rest of the world. Specifically, it aims to assist beneficiaries to implement and apply the RoO in compliance with Annex 2 of the AfCFTA, and with international commitments and best practices.

5. **MAIN ACCOUNTABILITIES**

Under the supervision of the Head of Programme (HoP), the Programme Assistant (PA) will provide administrative, financial, communication and logistical support to the Programme implementation. A variety of project support activities are expected to be performed including assisting the HoP and PO in monitoring expenditure and financial reporting, stakeholders relations, communication and outreach activities. The PA will also assist the OLE and OE in the logistical and financial support for the organization and delivery of the Programme activities. In particular, the PA will focus on the following key activities:

i. **Programme Implementation and Coordination:**
   (a) Conducting background research to inform project planning;
   (b) Contributing to drafting of project activity plans and monitoring of implementation;
   (c) Ensuring accurate updated filing system for all Programme contacts, activities and documents;
   (d) Conducting missions in Africa when needed to support the team and experts; and
   (e) Maintaining an updated monitoring system for Programme activities, deliverables and means of verifications.

ii. **Communication and stakeholders coordination:**
   (a) Assisting with the implementation of the Programme’s Communication and Visibility Plan;
   (b) Drafting invitation letters, *notes verbales* and logistical notes and ensuring distribution as relevant;
   (c) Contributing to drafting articles on Programme activities and achievements to be published on the WCO Web Site or through newsletters;
   (d) Ensuring that communications, including invitations, are dispatched to relevant stakeholders and beneficiaries;
   (e) Ensuring Programme communications are properly documented and tracked and in line with the WCO and the EU Visibility Rules;
   (f) Maintaining close contact with WCO support staff from travel, procurement, finance and Tariff and Trade Affairs Directorate;
   (g) Ensuring translation of relevant documents by the WCO translation services;
(h) Maintaining a network of contacts with relevant stakeholders and beneficiaries to support implementation, monitoring and evaluation activities; and
(i) Maintaining templates of Programme documents.

iii. **Procurement, travel and logistical coordination:**
(a) Booking travels and accommodations for experts and participants of Programme activities and assist them in visa and travel insurance matters;
(b) Booking conference facilities, interpreters and other services in accordance with established WCO procurement policies and relevant provisions of the Programme contract and budget;
(c) Following up with registrations of participants’ to Programme activities and maintaining participants lists;
(d) Drafting and disseminating invitation letters and logistic notes for experts and participants of Programme activities; and
(e) Providing pre-departure briefings to technical experts, addressing questions of business culture / etiquette, entry/exit requirements, safety and security, and governance.

iv. **Financial management:**
(a) Generating Purchase Orders and following up with payments;
(b) Ensuring all programme expenditures are properly settled, closed and recorded;
(c) Maintaining an updated monitoring system for financial expenditure; and
(d) Contributing to financial report.

v. **Any other related duties as may be assigned by the Head of Programme.**

6. **EDUCATION**
- Bachelor’s level degree or equivalent is required;
- Master’s degree or Bachelor’s degree and equivalent relevant combined work and training experience is considered an asset.

7. **EXPERIENCE**
- At least five (5) years’ demonstrated experience in supporting the implementation of cooperation programmes;
- Experience in multi-stakeholders funded capacity building programmes;
- Experience in EU funded programmes is considered an asset;
- International exposure in the field of capacity building and technical assistance in Africa;
- Good understanding of the processes of programme annual and periodic reporting;
- Demonstrated experience in logistical and organizational management of events;
- Experience in maintaining monitoring and filing systems;
- Experience in drafting terms of references, invitation letters and logistical notes.

8. **LANGUAGES**
- Fluency in both English and French is mandatory for this position.
9. COMPETENCIES

- Experience and exposure to capacity building in the African context;
- Ability to build solid professional relationships with different stakeholders;
- Result oriented and multitasking;
- Good editing, writing and communication skills in English and French;
- Strong interpersonal skills and team-orientation;
- Proficiency in MS Office tools; Word, Excel and Power Point.

10. CONTRACT AND CONDITIONS

- Staff member under short-term contract of two (2) years with possibility of renewal;
- 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;
- Possible travel to beneficiary countries;
- Salary commensurate to experience and up to 3,567 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 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 two 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 02 March 2022, including a CV and cover letter in English or French by e-mail to:

badr.mouhcine@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.