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**

Within the Secretariat, the Legal Service handles legal matters in support of the WCO’s work and operations.

3. **MAIN ACCOUNTABILITIES**

Under the supervision of the Head of Legal Service, the Legal Advisor will focus on the following key activities:

i. Processing requests relating to the application, interpretation and revision of the WCO Staff Manuals;

ii. Assisting in the handling of any dispute relating to staff members, any disciplinary or administrative procedure, any application before the Organization’s internal dispute settlement bodies and the Administrative Tribunal of the International Labour Organization (ILOAT) and, where appropriate, ensure cooperation with any external legal advisor consulted in this context;
iii. Handling requests concerning the implementation of the privileges and immunities of the WCO and its employees;

iv. Drafting and reviewing all types of agreements with the Organization's employees and/or external consultants as well as all types of agreements concluded by the Organization with its Members, other international organizations and, in general, any other public or private entity;

v. Drafting notes and conducting research on any legal issue of interest to the Organization in public international law, international civil service law and the law of international organizations;

vi. Participating in the development and revision of WCO internal policies, rules, guidelines and procedures;

vii. Dealing with any request relating to the basic texts and rules of procedure of WCO and its internal bodies/committees, as well as international conventions administered by WCO as depositary;

viii. Assisting, when necessary, in the handling by the Legal Service of any matter relating to contracts with service providers, procedures for the procurement of goods and services (in particular, call for tenders), (extra)contractual disputes or mediation/arbitration procedures;

ix. Representing the Legal Service at conferences, workshops, training and meetings on all matters of relevance to the Organization and/or the Legal Service; and

x. Dealing with any other legal matters brought to the attention of the Legal Service and any related tasks that may be entrusted to the Legal Advisor by the Head of the Legal Service.

4. EDUCATION

- Advanced university degree in law (Master or equivalent); and
- Specialization and/or complementary degree in law of international organizations and/or international civil service law is a major asset.

5. EXPERIENCE

- At least three (3) years of professional experience; practical experience in an international, multicultural and multilingual environment is an asset; and
- Professional experience in a similar position in an international organization (orientation: international civil service law / law of international organizations) is also an asset.
6. **LANGUAGES**

- Fluency in both WCO’s official languages (English and French); and
- Knowledge of any other language would be an asset.

7. **SKILLS**

- Excellent interpersonal and communication skills (speaking and writing clearly and effectively; listening to others, interpreting others’ messages correctly and responding appropriately; adapting language, tone, style and format to suit the audience);
- Strong analytical and synthesizing skills, a rigorous and solution-oriented approach with a view of formulating practical solutions to the issues at hand;
- Ability to work independently and as part of a team;
- Ability to plan one's work and deal with a number of urgent tasks;
- Capacity for initiative and anticipation, creativity and flexibility in work, attraction for continuous training and the development of new skills; and
- Ability to work in a multicultural environment, respecting the diversity of people.

8. **CONDITIONS**

- Three (3) years fixed-term appointment;
- Probationary period of six (6) months;
- Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
- Thirty (30) days of annual paid leave;
- Depending on level of experience, monthly base salary starting from 4,656,53 EUR, plus allowances based on eligibility (remuneration exempted from income tax in Belgium);
- Compulsory WCO health insurance deducted from the salary (around 67 EUR/month); and
- Appointment subject to the WCO’s Staff Manual.

9. **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 5 June 2022 (23:59, Brussels time), including a CV in English or French by e-mail to:

LegalAdvisor@wcoomd.org

The subject of the candidate’s application message must read as follows:
LAST NAME / FIRST NAME of candidate – Legal Advisor

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.

10. 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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