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. PROJECT BACKGROUND

The Customs Operational Practices for Enforcement and Seizures (COPES) and the Strategic Trade Control Enforcement (STCE) Programmes are two key programmes within the WCO Enforcement and Compliance Sub-Directorate.

The Customs Operational Practices for Enforcement and Seizures (COPES) concept was initiated in 2011 and developed by the WCO Secretariat in through the first publication of a compendium in 2012. This represents a useful reference tool for Members as it relates to key aspects of enforcement and seized asset management in order to disrupt serious organized crime. Afterwards and acknowledging the broad consensus on the need to develop further the COPES concept and the latter’s value with respect to criminal investigations and, more generally speaking, border security, the Secretariat developed a specific training.

The proliferation of acts of terrorism over recent months has led the international Customs community, through the WCO decision-making bodies to elevate global security issues to the
forefront. The key role played by Customs in tackling cross-border movements of goods and capitals which could contribute to terrorism and terrorist financing is reiterated in the Punta Cana Resolution issued by the WCO in December 2015. The Resolution consequently invites Customs authorities to include security as part of their mandate and functions. More specifically, taking into consideration the UN Security Council Resolution 1540 and pursuing its main objective related to non-proliferation of weapons of mass destruction (WMD), the connection between evidence collection and non-proliferation within the general framework of border security has to be established and promoted in the eyes of our members.

The COPES programme is aligned and responds to these objectives in two respects: the pursuit of preventive measures on one hand and the pursuit of sanctions on the other. Firstly, it seeks to promote professional techniques which enable Customs or other relevant government services working at the border to acquire a more detailed knowledge of the flow of goods, persons or capitals. Thus, through the program, they develop a greater ability to detect abnormal or suspicious transactions which may be related to a risk of proliferation of WMD, irresponsible transfers of conventional weapons or strategic goods. Secondly, the program disseminates near law enforcement officers working at the border the best identified practices for evidence collection, which then make it possible to carry out effective investigations and possibly prosecutions. The services concerned are able to collect evidence, to control seized goods, to document evidence and to guarantee their traceability. All these operations are carried out in strict compliance with international rules and national legal provisions. In this way, they allow the conduct of investigations that must lead to identifying the perpetrators or criminal groups at the origin of the above-mentioned threats to culminate in the disruption of their activities and their conviction by a court of law.

In 2016, the STCE ad-hoc project that started in 2013, was turned into a long term STCE programme. With the advancement of the programme, it now focused on 6 fundamental areas:

- Organization of STCE Train-the-Trainer workshops for accreditation of experts;
- Delivering STCE trainings based on the WCO Training Curriculum;
- Operation of the STRATComm communication platform on 24/7/365 basis;
- Organization of further STCE-related law enforcement operational exercises;
- Enhancement of industry outreach at the global and national level;
- Development of STCE seizures reporting in the CEN System.

The STCE Programme conducts Accreditation Workshops in English, Spanish, French and Russian, with the WCO’s Accredited Customs Experts (ACEs) database now includes well over 100 accredited and pre-accredited STCE Expert Trainers from over fifty countries spanning all WCO regions. The WCO has also directly conducted over forty national and regional trainings in the field of strategic trade control, and many others are being organized and delivered by STCE Accredited Experts in their home Countries, with the use of the WCO Training Curriculum.

The STCE Programme is also working together with other international organizations, such as the OPCW, the UNODC, the UNLIREC, the IAEA, the Interpol, the OECD, to assist in the delivery of their non-proliferation and export control themed events focusing on WMDs to a mixture of audiences, including, beyond customs, police, licensing, other governmental agencies, and sometimes even private sector.
3. **MAIN ACCOUNTABILITIES**

Under the supervision of the Deputy Director of the Compliance and Facilitation Directorate, the Project Assistant will deliver key areas of capacity building for both the COPES and STCE programmes. The Project Assistant will therefore focus on the following key activities:

i. Assisting in the collation, compilation and translation of customized training material related to STCE Investigations;

ii. Organizing and supporting joint COPES-STCE training workshops, including liaison with hosts and trainers, travel booking and the collation of course materials;

iii. Organizing a series of country specific training programme in Indonesia, Jordan and Ukraine, including liaison with local staff and contractors;

iv. Working with WCO colleagues, experts and contractors in relation to the development of online learning material, involving some aspects of contract management;

v. Corresponding with Programme participants, partners and other stakeholders;

vi. Preparing official letters and sending them out to recipients;

vii. Organizing translation for all Programme materials;

viii. Working on administrative arrangements in relation to organizing seminars, workshops, training events and any other type of events organized as part of the Programme, including booking venues and liaising with hosts;

ix. Managing financial aspects related to the organization of training and other events;

x. Assisting in booking travel and accommodation for participants;

xi. Assisting participants in relation to their visa applications;

xii. Assisting in the preparation of training events, training materials and e-learning modules;

xiii. Supporting other team members from the COPES and STCE Programmes in the delivery of core activities;

xiv. Assisting the Programme Team in producing a detailed final report at the end of the year describing the Programme activities, outputs, results and achieved outcomes; and

xv. Any other tasks defined by the supervisor.

4. **EDUCATION**

- University Bachelor degree or higher will be advantageous.

5. **EXPERIENCE**

- At least 2 years of experience in secretarial work;
- Experience in organizing travels, events, missions; and
- Experience of assisting the delivery of projects and working to deadlines.
- Experience of working in an international environment, particularly with either Indonesia, Jordan or Ukraine would be an asset;
Basic knowledge in accounting would be an asset; and
Customs experience would be an asset.

6. LANGUAGES

- Fluency in English and French; and
- Knowledge of Arabic or Russian would be an asset, due to the geographic focus of the Programmes.

7. COMPETENCIES

- Ability to work in a multicultural environment;
- Ability to work across various Customs disciplines;
- High level of interpersonal skills; and
- High level of organizational skills.

8. CONTRACT AND CONDITIONS

- Staff member under short-term contract of up to twenty-four (24) 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 commensurate up to 3,000 euro/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.

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 are invited to submit their application no later than 8 October 2020, inclusive of a CV and cover letter in English by e-mail to:

Email: Gilles.thomas@wcoomd.org;
Or by mail to:

World Customs Organization
Enforcement and Compliance Directorate
Attention: Gilles Thomas
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.*

**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.