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 185 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 Customs Operational Practices for Enforcement and Seizures (“COPES”) Programme is one of the flagship programmes which the WCO has been running for the past six (6) years. It was set up to enhance security at borders and within territories by incorporating the work of customs services in the criminal justice system, while seeking to enhance performance by enforcement agencies. The Programme focuses on evidence-gathering, seizures, investigations and prosecutions. A specific pool of experts has been set up since the beginning of COPES, comprising experts who can provide best practices in the above-mentioned areas. COPES supports and complements all the other WCO enforcement programmes: Security, Drugs, Environment, Revenue, Anti-Money Laundering, Container Control Programme (“CCP”), etc. COPES is a well-established feature of the enforcement landscape and has become a recognized “trademark” for which there is a heavy demand.
3. PROJECT BACKGROUND

Within the COPES Programme, the Customs Enforcement Curriculum for Pakistan (“CECPAK”) Project will start activities in January 2024 and will run for two (2) years. It follows on the Customs Enforcement Curriculum for Assistant Collectors (“CECAC”) Project, phases I and II. Run between 2020 and 2022 it consisted, first and foremost, of assessing Pakistan’s customs environment regarding the application of customs laws and security regulations, the implementation of trade and enforcement procedures, and the management of the Service’s human resources through an institutional assessment. Secondly, WCO developed training material for the use of the Pakistan Customs Academy (the “Academy”). Lastly, WCO, in coordination with the Academy, implemented a training, delivering high-quality training to the Service’s officers, and initiating a train-the-trainer process to allow customs trainers to cascade training across the organization.

4. OBJECTIVES

In addition to continuing to train customs line managers, the CECPAK Project will also provide training to the next generation of customs managers, and those who play a critical role in law enforcement and criminal prosecution aspects of the Service’s efforts, particularly those responsible for evidence collection, investigations, and prosecutions. Specific positions will include managers, investigators, middle managers and field officers. It will also include capacity building missions for Pakistan Customs School and provision of front-line mentoring.

5. MAIN ACCOUNTABILITIES

Under the supervision of the WCO Technical Officer in charge of managing the COPES Programme, the Project Assistant will focus on the following key activities:

i. General administrative tasks:
   a) Drafting official letters and correspondence;
   b) Assisting the Project Officer in drafting and publishing donor reports and other Project’s documentation;
   c) Liaising effectively with project participants, partners and key stakeholders; and
   d) Processing Purchase orders (POs) 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.

ii. Communication:
   a) Assisting with implementation of the Project’s Communication and Visibility Plan;
   b) Ensuring Project’s communications are properly documented and tracked;
   c) Assisting in promotion matters, including contribution to publications and communication (articles, media releases, photographs, videos); and
d) Maintaining a filing system for Project's documents.

iii. Logistics management:
   a) Arranging bookings and payments for travel and accommodation for experts and participants of the Project activities;
   b) Providing assistance in visa and travel insurance matters;
   c) Supporting the organization of training, webinars, operations and any other event; and
   d) Assisting in the development/update of training material.

iv. Any other related duties as may be assigned by the supervisor.

6. EDUCATION
   • University degree in science, Law, Development Studies, Social Sciences or other relevant subject, or an equivalent combination of education, skills and experience. Master degree is considered an asset.

7. EXPERIENCE
   • At least two (2) years’ experience in Customs-related work in Customs administration, international or regional organization is required;
   • Previous experience in providing administrative and logistical support in a programme/project context is required;
   • Experience maintaining a network of contacts, particularly within Customs or Government context would be an asset;
   • Experience in organizing workshops or events at national/regional/global level; and
   • Experience in drafting articles and other publications.

8. LANGUAGES
   • Fluency in English and French, both written and spoken.

9. COMPETENCIES
   • Strong interpersonal/communication skills;
   • Ability to work in a team, in a multi-cultural environment;
   • Ability to adapt to the administrative and financial tools used by the WCO;
   • Excellent organization and planning skills;
   • Ability to write in a concise, clear manner;
   • Knowledge of social network communication (LinkedIn, Facebook...) and of communication material design (leaflets, newsletters, logos...);
• Ability to work well under pressure; and
• Proficiency in the use of Office automation software (MS Office).

10. CONTRACT AND CONDITIONS

• Staff member under short-term contract of two (2) years;
• Probationary period: six (6) months;
• Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium or in mission in the beneficiary country;
• 30 days of annual paid leave;
• Salary from 3,200 to 3,500 euro/month all-inclusive (remuneration exempted from income tax in Belgium) depending on the experience of the selected candidate; and
• Compulsory WCO health insurance deducted from the salary (around 73 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. If a candidate is related to current WCO staff members (spouse, father, mother, son, daughter, brother or sister), he/she is required to expressly indicate this in the application.

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 are invited to submit their application no later than 19 January 2024, inclusive of a CV and cover letter by e-mail to:
copes@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. The age limit for employment at the WCO is 65. Please note that the WCO Headquarters is a non-smoking environment.