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. **SHORT DESCRIPTION OF THE VACANT POSITION**

The Deputy Secretary General (DSG) Office is looking to recruit an official as a Policy Officer for Strategic Planning and Foresight.

The WCO Strategic Plan is a three-year policy document that guides the strategy of the Organization under this specific timeframe. It is accompanied with annual Implementation Plans that require coordination and collaboration with the entire structure in order to agree on key deliverables to be implemented and monitored. Work around the Strategic Plan includes foresight thinking, especially through the development of the WCO Environmental Scan, and keen attention to follow-up and monitoring to assess to which extent the WCO sticks to its ambitions. The selected candidate will assist the DSG in the elaboration, management and implementation follow up of the Strategic Plan and related activities. Moreover, the selected candidate will assist the DSG in the elaboration, management and implementation follow up of foresight tools such as the Environmental Scan, Customs statistics, Risk mapping, among others. The selected candidate will also provide administrative support to the DSG when needed.
3. **MAIN ACCOUNTABILITIES**

Under the supervision of the Deputy Secretary General, the Policy Officer for Strategic Planning and Foresight will focus on the following key activities:

- Contribute to the development of high-level and strategic documents, aiming at guiding the Organization and Customs administrations towards the achievement of clear objectives and targets at strategic level.

- Produce research and foresight material on the role of the WCO and Customs now and in the future in order to feed the development of a clear path forward at strategic level.

- Contribute to the development and update of Key Performance Indicators, allowing for making a sound assessment of the performance of the WCO with regard to the content of its strategy.

- Follow-up and monitor on the developments related to the completion of activities included in the Strategic Plan. Liaise with the teams of the Secretariat to ensure their due achievement. Produce dedicated reports and statistical material for internal communication and communication with Members.

- Assist the DSG in the coordination of tasks and activities towards the elaboration of the Strategic Plan, Implementation Plans, Environmental Scan, and other foresight activities.

- Develop and produce written documents on Strategic Plan and Implementation plans matters, and other matters related to WCO strategic work like environmental scans and foresight.

- Assist the DSG in the follow up of regional priorities.

- Assist DSG in the follow up of Audit Committee activities, particularly on the aspect of risk mapping, and Finance Committee activities related to the Strategic Plan.

- Edit and proofread draft documents related to the Strategic Plan, Environmental Scan and other foresight activities.

- Contributing to the WCO’s Strategic Plan; analysing and coordinating Directorate’s input and ensuring a harmonised organizational approach to the Plan.

- Providing administrative support to the DSG in order to facilitate his/her day-to-day work (diary, coordination of activities with the Secretary/Personal Assistant of the Secretary General, organization of travels, preparation of files for missions among other).

- Providing assistance to the Office of the Deputy Secretary General: drafting and following up miscellaneous correspondence sent to Members, international organizations and the private sector.
• Write and edit Web articles and press releases and arrange for their loading on the WCO Web site.

• Preparing the report minutes for WCO meetings.

• Perform such other duties, functions and responsibilities as may be assigned by the Deputy Secretary General.

• The person appointed may be subject to reassignment within the WCO Secretariat.

4. **EDUCATION**

• University Degree in a subject of relevance to the job requirements, or an equivalent combination of education, skills and experience.

5. **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

• Minimum three (3) years’ professional experience in the areas described above.

• Meticulous, methodical and attentive to details. The applicant must be a team player capable of working under pressure in a multicultural environment and completing tasks within the deadlines set.

• The applicant must demonstrate strong drafting and analytical skills and a critical thinking, being able to synthetise and to explain in simple terms complicated concepts.

• The applicant should be eager to learn on a daily basis and to approach concepts and themes that are out of his/her area of expertise.

• In-depth knowledge of standard office automation applications, including Word, Excel, Adobe Acrobat and Access. Knowledge of Power BI and Tableau would be an asset.

6. **LANGUAGES**

• Proven drafting abilities and excellent presentation skills in English and/ or French (both written and spoken).

7. **CONTRACT AND CONDITIONS**

• Staff member under Graded Official WCO contract of 3 years (with possibility of renewal);

• Probationary period: 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 based on Coordinated Organizations scale/net salary amount: 3,898.15 EUR/month (remuneration exempted from income tax in Belgium); and
• Compulsory WCO health insurance deducted from the salary (around 72 EUR/month).

This position is subject to the Manual for Graded officials. 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.

8. 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 1st March 2024, including a CV and cover letter in English or French by e-mail to:

strategicplanning.vacancy@wcoomd.org

indicating clearly in the email subject matter box the vacancy for which they are applying

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.

9. 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.