



World Customs Organization
Organisation mondiale des douanes

DIVISION OF ADMINISTRATION AND PERSONNEL

Senior Assistant - WCO Driver

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 186 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. MAIN ACCOUNTABILITIES

The Division of Administration and Personnel is looking to recruit a driver for the Organization. Under the overall guidance of the Head of Division, the incumbent provides support to the Division of Administration and Personnel.

The incumbent will, inter alia, be responsible for the following tasks:

- Personal driver to the Secretary General.
- Transportation of WCO officials to/from various airports/train stations for WCO missions.
- Drop off and collection of special ID cards at the Protocol Department of the Ministry of Foreign Affairs.
- Contact point for communication with the garage and/or vehicle leasing company on practical matters concerning the maintenance of the official vehicle, insurance documents and any other vehicle-related concerns.
- Performing other duties as assigned.

3. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Be discreet.
- Physical fitness to drive several hours per day.
- 10 years' driving experience, with a good familiarity with the city of Brussels and its principal routes.
- Proof of being a prudent driver – i.e., no accidents where the driver was at fault over the past 5 years.
- Experience in driving for diplomatic/international organizations would be considered an advantage.
- Valid driving licence.
- Certificate of good conduct.
- Be flexible and willing to work outside normal office hours. Weekend work may occasionally be required.

4. LANGUAGES

- Excellent knowledge of either English or French and good working knowledge of the other language.

5. CONDITIONS OF EMPLOYMENT

- Staff member under a fixed-term contract of 3 years (with possibility of renewal);
- Appointment at grade C4, step 11;
- Probationary period of 6 months;
- Full-time employment (37 hours and 40 minutes weekly – work outside normal office hours may be required) at the WCO Headquarters in Brussels, Belgium;
- 30 days of annual paid leave;
- Starting monthly salary based on Coordinated Organizations' scale/net salary amount of **3,633.35 EUR** (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 Staff Manual. 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.

6. 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

¹ Appointments shall be to the first step of the grade of the Official.

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 **20th May 2024**, including a CV and cover letter in English or French by e-mail to:

vacancy.driver@wcoomd.org

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.

7. 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.