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 modernise and build capacity within their national Customs administrations.

2. OVERVIEW

The WCO created its 8th Programme within the Enforcement and Compliance Sub-directorate, the Anti-money Laundering and Counter-terrorism Financing Programme (AML-CTF) in 2018. The primary reason that most transnational criminal organizations engage in their illicit activities is to generate premium profits due to the illegal nature of their activities. Law enforcement authorities, in addition to targeting the illicit activity that is at the core of these networks, should also target the illicit profits that these organizations generate. The most damaging action against such networks, after the actual arrest and prosecution of their leadership, is the identification, seizure and confiscation of their dirty money. Without these illicit funds, transnational criminal organizations (TCOs) and terrorist organizations cannot continue their operations. They cannot pay their lower level members, purchase the equipment they need, pay bribes, etc.
The WCO realizes that Customs Services ("Customs") play a primary role in the global effort to thwart money laundering. Customs is uniquely positioned to serve as the primary sentinel at international borders and inland ports of entry, as they enforce the movement of smuggled currency, currency equivalents, gems/precious metals and other items of monetary value across the international borders.

In support of the global law enforcement and regulatory effort to combat international money laundering, the WCO initiated Project TENTACLE in 2020. Project TENTACLE is a WCO-led AML-CTF project targeting bulk currency smuggling, the smuggling of gems and precious metals, trade-based money laundering, as well as capacity building with regard to free trade zones.

3. PROJECT BACKGROUND

The goal of Project TENTACLE is to raise the capabilities of the WCO membership to combat money laundering and terrorist financing and to target the same activities from an operational standpoint. The WCO will conduct multiple capacity building workshops and operational training efforts in 2024 and 2025 in the regions of Latin America, Asia, Africa, Eastern Europe and the Middle East. Each of these capacity building workshops will be followed by regional operational efforts. Project TENTACLE will be expanding its efforts in the AML/CTF arena into the area of financial crime intelligence, to include the development of a capacity building platform for such efforts in conjunction with the Egmont Group for Financial Intelligence Units.

4. OBJECTIVES

The program objectives are envisioned to be achieved mainly through:

- Delivery of technical assistance and capacity building;
- Conducting training workshops;
- Conducting scoping missions;
- Developing and updating training curriculum and materials including e-learning module;
- Preparing operational efforts to target the smuggling of currency/currency equivalents, gems and precious metals and basic trade-based money laundering;
- Providing experts to support Members operational efforts within their countries;
- Organizing post-operational meetings to assess the over results of the missions;
- Promotional efforts to heighten awareness of AML/CTF in the Customs arena;
- Creation of a panel of WCO AML/CTF experts to provide training and subject matter expertise;
- Partnering with the primary WCO counterparts on the international stage with regard to AML/CTF, such as INTERPOL, the Egmont Group, the Financial Action Task Force (FATF) and others.

5. MAIN ACCOUNTABILITIES

Under the supervision of the Project Coordinator for Project OCTAGON, the Project Officer will focus on the following key activities:

i. Drafting of letters in support of capacity building and operational efforts;
ii. Maintaining statistical records and tracking through established Project TENTACLE templates;
iii. Communicating regularly with the appropriate parties in support of the Project TENTACLE mission;
iv. Drafting of summaries of Project TENTACLE progress and Power Point presentations in support of the progress of the project;
v. Ensuring that all Project expenditure is properly recorded and records are maintained. This includes monthly analysis of ERP system data and communications with the WCO Accounting Unit;
vi. Managing and analysing financial statements and conducting budget forecast and future project expenditures;
vii. Coordinating logistics of Project TENTACLE and AML-CTF Programme activities to include disseminating communications and letters, making bookings and payment for conference facilities, interpreters, travel and accommodation for experts, and creating and managing purchase orders;
viii. Supporting the supervisor in timely project monitoring and the fulfilment of related reporting requirements;
ix. Assisting the supervisor with the activities related to Project’s capacity building component as necessary;
x. Representing the Project at international fora and conferences as deemed necessary and appropriate;
xii. Coordinating the preparation of information and visibility material (brochures, videos, website, posters, etc.)
xii. Assisting in the planning and organization or outreach events at regional and international level, e.g., missions, seminars, and conferences;
xiii. Supporting AML-CTF related inputs to WCO meetings and documents;
xiv. Any other duties as may be assigned by the supervisor.

6. EDUCATION

- A bachelor’s degree or higher in a relevant field of study, or an equivalent combination of education, skills and experience

7. EXPERIENCE

- At least two years experience in providing administrative and logistical support in a programme/project context is required;
- Experience with development projects benefitting Asia, Latin America, Africa, the Middle East and/or Eastern Europe is preferred;
- Experience in working with projects that entail global coordination is an advantage;
- Experience in law enforcement-related projects is an advantage; and
- Preference will be given to candidates familiar with the functioning of international organizations.

8. LANGUAGES
• Strong command of English language, both written and spoken; and
• Ability to speak and write French and/or Spanish at a high level is an advantage.

9. **COMPETENCIES**

• Excellent organizational skills;
• AML-CTF experience from a Customs or law enforcement experience and AML-CTF certification(s) are an advantage;
• Ability to work in an international and multicultural environment;
• Ability to adhere to tight deadlines;
• In-depth knowledge of MS office (mainly Word, Excel and PowerPoint); and
• Ability to visualize information and trends by using analytical software.

10. **CONTRACT AND CONDITIONS**

• Staff member under short-term contract until end of September 2025 (with possibility of renewal depending on performance and availability of funds);
• Probationary period: six (6) months;
• Full-time employment (37 hours and 40 minutes per week) at the WCO Headquarters in Brussels, Belgium;
• 30 days of annual paid leave;
• Salary commensurate to experience starting at 4500 EUR/month, (remuneration exempted from income tax in Belgium); 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 should submit their application for review no later than 12 July 2024, including a CV and cover letter in English or French by e-mail to:

WCOTENTACLE@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.

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 with the WCO is 65. Please note that the WCO Headquarters is a non-smoking environment.