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 184 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 WCO 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 WCO Security Programme (the “Programme”) currently has six Programme areas and one regionally focused Security project. The Programme is part of the WCO’s Enforcement and Compliance Sub-Directorate which focuses on assisting WCO Members in implementing their Enforcement and Security mandates, through the provision of guidance and through training, awareness raising and capacity building activities. The newest area of activity relates to increasing the awareness of Customs in relation to the trafficking and illicit diversion of radiological and nuclear materials. In the last twenty years many Customs administrations have included the screening for radiological and nuclear materials at import and export. Staff are often trained to operate the equipment provided for these tasks but are not familiar with the materials they are looking for, how this activity fits in with Customs Security Mandate and how materials should be legitimately...
transported and what methods maybe used to conceal or smuggle materials, the Radiological and Nuclear Detection Awareness (RANDA) Project (the “Project”) aims to address these issues. Through this Project the WCO will work closely with the United-States (US) Department of Energy and the International Atomic Energy Agency (IAEA) to develop and deliver appropriate training materials for Customs staff engaged in radiological screening duties.

3. PROJECT BACKGROUND

The Project will start activities in January 2023 and will run for two to three years. The focus will be on supporting Customs administrations undertaking radiation screening activities and on those about to commence them. The Project will deliver national as well as regional training and will work closely with stakeholders in US Department of Energy and IAEA in delivering Project goals. The Project is situated within the WCO Security Programme and will be managed by the WCO Senior Technical Officer in charge of managing the Security Programme. US Department of Energy will provide expert trainers to support any training delivered by the Project. A Training curriculum has already been developed for the training and is available in English, Arabic and Spanish. Translation to additional languages will be required.

A Programme Officer, to be hired, will oversee the coordination and delivery of training activities and will manage the stakeholder relationships with US Department of Energy, IAEA and other relevant international partners.

4. OBJECTIVES

The objectives of the assignment are as follows:

- Support the implementation of Project actions and specific activities from content, organization and monitoring perspectives;
- Support in conducting background research, collect and process data relevant to specific activities (e.g., background information, feedback forms, and other monitoring tools);
- Coordinate with international stakeholders and beneficiaries and represent the WCO at International Fora; and
- Support in drafting Terms of References (ToRs) and reports, assist in logistical processes for activities.

5. MAIN ACCOUNTABILITIES

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

i. Project Implementation and coordination:

(a) Contributing to drafting Project activity plans and monitoring implementation;
(b) Contributing to drafting activity reports and annual reports;
(c) Assisting in conducting missions;
(d) Drafting ToRs for activities;
(e) Coordinating with experts to deliver Project actions; and
(f) Developing country specific training materials to complement the core training module.

ii. Communication:

(a) Assisting with implementation of the Project’s Communication and Visibility Plan;
(b) Drafting articles on Project’s activities and achievements to be published on the WCO Web Site or through newsletters;
(c) Ensuring Project’s communications are properly documented and tracked;
(d) Ensuring translation of relevant documents; and
(e) Maintaining a filing system for Project’s documents.

iii. Logistics management:

(a) Drafting invitation letters and logistic notes for experts and participants;
(b) Managing travels and accommodations for experts and participants;
(c) Coordinating with service providers for conference facilities, interpreters and other procurements needs; and
(d) Supporting in monitoring and documenting Project’s expenditures.

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

6. EDUCATION

- Bachelor’s degree in science, Law, Development Studies, Social Sciences or other relevant subject. Master’s degree is considered an asset.

7. EXPERIENCE

- At least four (4) years’ experience in Customs-related work in Customs administration, international or regional organization;
- Awareness of Customs radiological screening processes;
- Experience maintaining a network of contacts, particularly within Customs or Government context;
- Experience in organizing multi-stakeholders events;
- Exposure to an international/cross-cultural context;
- Experience of WCO Security Programme and its activities;
- Experience with WCO Compliance and Enforcement Tools and Instruments;
- International exposure in the field of capacity building and technical assistance; and
- Experience in drafting reports, ToRs and other publications.

8. LANGUAGES
• Fluency in English or French; and strong knowledge of the other; and
• Knowledge of Arabic, Spanish or Russian would be a strong asset.

9. COMPETENCIES

• Demonstrated expertise in relation to the WCO Compliance and Enforcement Tools;
• Strong knowledge of the WCO Security Programme activities;
• Good knowledge of Custom Radiological Screening processes and awareness of radiation safety;
• Excellent organization and planning skills;
• Ability to write in a concise clear manner; and
• Proficiency in the use of Office automation software (MS Office and Publishing software).

10. CONTRACT AND CONDITIONS

• Staff member under short-term contract of up to two (2) years with possibility of renewal;
• 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;
• Frequent travel to beneficiary countries;
• Salary from 4000 EUR/month all-inclusive (remuneration exempted from income tax in Belgium); and
• Compulsory WCO health insurance deducted from the salary (around 68 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.

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 cover letters as well as include two professional 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 28 December 2022, including a CV and cover letter in English or French by e-mail to:

James.McColm@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. Please note that the WCO Headquarters is a non-smoking environment.