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. OBJECTIVES

The WCO is responsible for the administration of the Harmonized System Nomenclature (the HS), established under International Convention on the Harmonized Commodity Description and Coding System. The HS is used around the world for classification of traded goods to the first six digits and as the base system of the domestic and regional Customs tariff nomenclatures. Therefore, the HS provides the core of Customs information on traded goods.

The Nomenclature Sub-Directorate, in the Tariff and Trade Affairs Directorate (TTA), acts as the Secretariat body for the HS and is responsible for the management of all work related to the HS review cycles and associated matters, and in particular for the running of the Harmonized System Committee, the Harmonized System Review Sub-Committee and the Scientific Sub-Committee. In addition, the Nomenclature Sub-Directorate provides advice, capacity building and other HS related
support to WCO Members and works with a wide range of stakeholders in furthering the understanding of the HS.

The role of a Nomenclature Technical Officer (Chemist) requires a high degree of expertise in the classification of goods under the HS and in particular the classification of chemicals, fuels, plastics, rubbers, pharmaceuticals and other goods of Chapters 25 to 40. Nomenclature Technical Officers have responsibilities for conducting training on the HS, both at the WCO and in other countries. In addition, the role is expected to be able to contribute to policy thinking on related matters, including in relation to the HS’s role in identifying goods of either concern or particular interest at the border. All Nomenclature Technical Officers are expected to provide Secretariat Services to the HS related meetings including document preparation, reporting and administrative meeting management activities.

The overall objective of Nomenclature Technical Officers is to ensure the ongoing health of the HS through the provision of Secretarial services for the Convention and HS Nomenclature, advice and training for WCO members, and contributions to the understanding of HS matters at all levels.

3. MAIN ACCOUNTABILITIES

As an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System, in particular, of the chemicals sector (Chapters 25 to 40), the incumbent will report to the Deputy Director, Tariff and Trade Affairs, and will be expected to carry out the following duties:

- Undertake research on classification questions and complex technical matters relating to the Harmonized System and classification, including on topics relating to questions of a scientific nature, and prepare positions on these matters;
- Draft meeting documents for the Harmonized System Committee (HSC), Harmonized System Review Sub-Committee (RSC) and Scientific Sub-Committee (SSC) and, if required, for other WCO working bodies;
- Prepare letters, including classification advice letters to Members, and reports on aspects of the Directorate’s work;
- Work on the updating and maintenance of the Customs Laboratory Guide, including preparation of proposals for needed changes, and the maintenance of the various lists of chemicals subject to international agreements in the Explanatory Notes and the preparation of the update proposals for the HSC and SSC as required;
- Assist in the amending and updating the Harmonized System, the Explanatory Notes, the Compendium of Classification Decisions, the HS Commodity Database, and the Alphabetical Index;
- Prepare working documents and briefs for the Policy Commission and Council and assist with preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees;
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- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate, including both presenting prepared material and responding appropriately to ad hoc questions;
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, etc., held at WCO Headquarters or elsewhere;
- Draft articles for WCO publications and those of other international organizations;
- Act as rapporteur in meetings of WCO Committees, etc;
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

4. EDUCATION

- Applicants for this position must have a university degree in chemistry or a relevant scientific area or an equivalent professional qualification.

5. EXPERIENCE

- At least five years’ experience at the national and/or international level of practical issues relating to Nomenclature and tariff classification, preferably including experience within a Customs laboratory;
- Applicants must have in-depth knowledge and experience of Sections V to VII, as well as comprehensive knowledge of the other Sections of the Harmonized System.

6. LANGUAGES

- Applicants must be fluent in at least one of the WCO’s official languages (English and French); and
- Knowledge of the other official language and/or of another major international language (written and spoken) would be advantageous.

7. COMPETENCIES

- Good analytical, drafting and oral communication skills.
- Able to deliver clear and concise presentations in one of the official languages (English and French).
- Excellent interpersonal skills, be prepared to work in a team in an international environment and be able to respond flexibly to changes in priorities and requests for work and meet deadlines; and
- Information technology (IT) literate.

8. CONTRACT AND CONDITIONS

- Staff member under WCO contract of 5 years;
• 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;
• Monthly base salary starting from 7,651.78 EUR, plus allowances based on eligibility (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 Staff 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.

9. 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 22 March 2024, including a CV and cover letter in English or French by e-mail to:

hs@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.

10. 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.

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