1. **INTRODUCTION**

The World Customs Organization (WCO) is an independent intergovernmental body, established in 1952 as the Customs Co-operation Council (CCC). Its mission is to enhance the effectiveness and efficiency of Customs services worldwide. The WCO represents 186 Customs administrations that collectively process approximately 98% of world trade. As the global center 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 endeavors to modernize and build capacity within their national Customs administrations (CAs).

2. **OVERVIEW**

The State Secretariat for Economic Affairs of Switzerland (SECO) and the WCO have decided to pursue a second phase of the SECO-WCO Global Trade Facilitation Programme (GTFP) to further support not only the current beneficiary Customs Administrations but also potential new countries, based on the positive collaboration with the WCO and remarkable results.

Within the Capacity Building Directorate, the second phase of the GTFP is a four-year comprehensive capacity-building programme (GTFP-II) whose overall objective is to contribute to fostering and facilitating international trade by strengthening the compliance of selected developing
SECO partner countries, in particular CAs, with international standards and best practices for the importation, exportation and transit of commercial goods.

A full-time Programme Management Team consisting of a Programme Manager, a Trade Facilitation (TF) Lead Expert and a Programme Assistant has been established at the WCO Secretariat in Brussels, Belgium.

3. PROJECT BACKGROUND

Building on the GTFP achievements, the purpose of the GTFP-II is to continue strengthening the organizational and technical capacities of beneficiary CAs, to successfully lead, plan, and implement sustainable and transparent Customs reforms, with better involvement of the private sector and relevant stakeholders, and apply international standards and best practices, in particular, those of the WCO and the World Trade Organization (WTO) related to trade facilitation.

The beneficiary countries of this second phase are in the first set: Bolivia, Colombia, Peru, Moldova, Mongolia, Morocco, and Uzbekistan. Other countries may join the programme at a later stage, subject to the decision of SECO and the WCO.

The programme will allow full-fledged interventions for the main beneficiary countries but also ad hoc assistance for other SECO partner countries, particularly EFTA partners with a free trade agreement in force. These activities will be agreed upon between SECO and the WCO during the programme’s inception or implementation phase.

4. OBJECTIVES

The GTFP-II pursues three outcomes which contribute to achieving the 2030 UN Sustainable Development goals:

Outcome 1: Organizational Development - Supporting the institutional strengthening of CAs through leadership and management development, improvement of strategic planning, resilience and change management, as well as the implementation of effective Customs performance measurement tools to ensure CAs can fulfil their mission and attain their objectives.

Outcome 2: Trade Facilitation - Supporting the implementation of efficient Customs procedures to facilitate the cross-border movement of goods and reduce trade-related costs, including compliance topics related to trade facilitation measures, aimed at equipping CAs with the technical skills and necessary expertise to implement effective and efficient Customs controls for ensuring compliance with laws, competitiveness, revenue security, and societal protection.

Outcome 3: Continuous Learning and Public Goods - Fostering a multidisciplinary attitude to promote Customs cooperation between neighboring CAs within regional support activities, peer-to-peer learning, and dissemination of best practices to create internal capacities of CAs and secure the sustainability of Customs reforms. This new outreach will also aim to create public goods for the global Customs community by developing learning and materials and increasing the pool of experts and trainers.
5. **MAIN ACCOUNTABILITIES**

Under the supervision of the GTFP Programme Manager, the Trade Facilitation Expert will focus on the following key activities:

i. **Programme Implementation:**

   (a) Conducting diagnostic and scoping missions and working with the GTFP Programme Manager and TF Lead Expert to plan the Programme activities in detail, including detailed work plans to achieve the Programme’s objectives and outputs.
   (b) Drafting terms of reference for each of the Programme’s technical activities, liaising closely with beneficiaries to define the necessary technical inputs.
   (c) Mobilizing Short-term expert resources to deliver the Programme’s activities and achieve the Programme’s objectives and outputs.
   (d) Together with Short-term experts, conducting missions to beneficiary countries to deliver and monitor technical assistance and capacity building in line with the Programme’s objectives.

ii. **Communications:**

   (a) Supporting the GTFP Programme Manager and TF Lead Expert with the provision of content for necessary programme reports and both internal and external communications;
   (b) Establishing and maintaining a network of contacts in beneficiary institutions and within the TF specialist community to support implementation and monitoring of activities; and
   (c) Maintaining close contact with WCO-Secretariat staff responsible for TF instruments and tools to track updates and provide feedback from implementing administrations.

iii. **Support to Experts:**

   (a) Mobilizing experts to deliver technical assistance and capacity-building activities under the GTFP goals.
   (b) Ensuring effective coordination so that experts are well briefed on the technical aims of their activities and that they are provided with access to the relevant WCO tools and instruments and are utilizing them appropriately.
   (c) Debriefing experts after each intervention and ensuring clarity of next steps and quality of the reports.

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

6. **EDUCATION**

- A university degree or higher relevant to the position. An equivalent combination of education, skills and experience can be considered when supplemented with an additional 3 years of experience.
- Accreditation as a WCO Mercator Programme Advisor or Customs Modernization Advisor would be considered as an advantage.

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7. **EXPERIENCE**
   - At least 7 years of demonstrated experience in implementing and monitoring organizational and technical TF aspects in a Customs administration.
   - Demonstrated knowledge and expertise in the WTO TF Agreement (TFA) and experience in the delivery of capacity building and technical assistance support to developing countries in areas covered by the WTO TFA and WCO Mercator programme.
   - Good knowledge of the WCO instruments and tools that support trade facilitation.
   - Demonstrated ability to provide strategic and technical advice to Governments, Customs Administrations, and stakeholders.

8. **LANGUAGES**
   - Fluency in English and French.
   - Knowledge of other languages of beneficiaries of the GTFP-II would be a strong asset.

9. **COMPETENCIES**
   - Strategic thinking: demonstrated strategic thinking capabilities and strong interpersonal skills with the ability to meet deadlines and prioritize multiple tasks.
   - Proactive and results-oriented: takes initiative and is focused on achieving results, demonstrating a proactive approach to problem-solving.
   - Communication skills: excellent writing and communication skills, with the ability to engage with stakeholders effectively and articulate complex Customs issues clearly and persuasively.
   - Reporting skills: competent in reporting, planning, and monitoring tasks.
   - Work ethic: excellent team player, capable of working harmoniously with colleagues in a fast-paced environment, contributing positively to team dynamics while maintaining the highest level of integrity and professionalism in all interactions.
   - International exposure: experience in the field of capacity building and technical assistance, ideally in the regions covered by the GTFP-II.

10. **CONTRACT AND CONDITIONS**
    - Staff member under a short-term contract of 2 years (with possibility of extension depending on performance and availability of funds);
    - 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;
    - Salary starts at 6,500 EUR/month all-inclusive (remuneration exempted from income tax in Belgium);
    - Compulsory WCO health insurance deducted from the salary (around 74 EUR/month); and
    - Travel to beneficiary countries required.
WCO I OMD Vacancy Notice – Trade Facilitation Expert – GTFP Programme

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 they meet 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 30th July 2024, including a CV and cover letter in English by e-mail to:

capacity.building@wcoomd.org

The evaluation of applicants will be conducted on the basis of the information submitted in the application, according to the criteria of the position and the WCO applicable rules.

12. ADDITIONAL INFORMATION

The WCO values commitment to the principles of integrity, transparency, accountability and 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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