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. OVERVIEW

The WCO Security Programme currently has five Programme areas and one regionally focused Security project. The Security Programme is part of the WCO’s Enforcement and Compliance Sub-Directorate which focuses on assisting WCO Members to implement their Enforcement and Security mandates, through the provision of guidance and through training, awareness raising and capacity building activities. The current composition of the Security Programme includes the following: the Strategic Trade Control Enforcement (STCE) Programme (hereinafter the “STCE Programme”); Programme Global Shield (dual-use chemical precursors that could be used for the production of Improvised Explosive Devices); three regional Small Arms and Light Weapons Projects (Sirius
3. OBJECTIVES

The objectives of the assignment are as follows:

• Supporting the Security Programme and its Projects in the development of different tools, instruments, training curricula and training aids;
• Supporting the organization of national, regional and global workshops and webinars, aiming to improve the skills and knowledge of Customs officers in particular the effective enforcement of national and international standards;
• Supporting the development of new and updated Security Programme training materials and e-Learning;
• Coordinating international assistance with partner agencies, including the provision of WCO accredited Experts to support external training; and
• Supporting operational activities, which bring together several countries and international agencies.

4. MAIN ACCOUNTABILITIES

Under the supervision of the Security Programme Manager, the Security Programme Assistant will focus on the following key activities:

i. Assisting with all administrative tasks associated with the Security Programme:

   (a) Ensuring the effective administrative support to the Programme by estimating costs, processing claims and invoices, drafting letters, logistical arrangements for missions, events or training, and scheduling meetings, including online engagements;
   (b) Responding to general queries in relation to activities planned under the Security Programme and its Projects;
   (c) Assisting with reporting, including the quarterly and annual progress report to management;
   (d) Submitting travel requests according to the WCO procedures;
   (e) Maintaining Programme and Project documents and archives;
   (f) Supporting procurement and contracting processes;
   (g) Supporting the revision (editing) of training materials (non-Customs related parts of the document);
   (h) Supporting the preparation of Programme-related documents;
   (i) Conducting basic research in support of the Security Programme;
   (j) Performing basic data extractions from the relevant WCO databases when required; and
   (k) Supporting liaison process with external stakeholders, such as donors, Member administrations, partner organizations and experts.

ii. Assisting with the preparation of outreach and communication materials and implementation:

   www.wcoomd.org
Contributing towards drafting the social media and web articles, and other Programme communication and visibility activities.

iii. Any other Programme-related duties as may be assigned by the supervisor

5. EDUCATION

• University degree in the field of project management/administration/international relations/development cooperation or related fields.

6. EXPERIENCE

• Minimum three (3) years of previous experience in providing administrative and logistical support in a programme/project context is required;
• Experience in supporting the organization of workshops, meetings and events (virtual and physical);
• Experience in compiling and analysing budget statistics and other related financial information;
• Experience with large databases (Excel);
• Experience in and/or knowledge of the functioning of international organizations would be an asset;

7. LANGUAGES

• Fluency in English is mandatory; and
• Knowledge of French, Arabic or Spanish would be a strong asset.

8. COMPETENCIES

• Ability to work constructively in a small team and in a multinational environment;
• Excellent organizational skills;
• Excellent communication skills (oral and written);
• Ability to adhere to tight deadlines;
• In-depth knowledge of MS office (Word, Excel and PowerPoint); and
• Ability to adapt to the administrative and financial tools used by the WCO.

9. CONTRACT AND CONDITIONS

• Staff member under short-term contract of nine (9) months;
• 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 up to 3,600 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. 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.

10. 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 2 January 2024 including a CV and cover letter in English or French by e-mail to:

wcosecurityprogramme@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.

11. 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.