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 three regionally focused Security projects. 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 Europe Sub-regional Security Project addresses one of the needs identified in the WCO Action Plan on assisting its Members in Fragile and Conflict-Affected Situations. In particular, it will provide
support to conflict-affected Customs Administrations in the European sub-region by strengthening their capacity to prevent and interdict the illicit trade in weapons systems, firearms and ammunition, as well as their means of delivery. The project will specifically focus on countries where the trafficking risk is the highest, be it countries of origin, transit or destination.

The project is envisaged for two years, starting from 1 November 2023.

3. PROJECT BACKGROUND

The Europe Sub-Regional Security Project is delivered by the WCO and financed by the US State Department’s Bureau of International Security and Non-Proliferation, under the auspices of their Export Control and Related Border Security Programme (EXBS). The Project is focused on prevention of illicit trafficking of the military goods in and through the region by strengthening the capacity of the beneficiary Customs administrations in detection, identification, seizure and investigation of trafficking incidents.

The core beneficiary countries for the Project are: Armenia, Azerbaijan, Czech Republic, Estonia, Georgia, Hungary, Latvia, Kazakhstan, Lithuania, Moldova, Poland, Romania, Slovakia, Türkiye, and Ukraine.

The Project will also include additional beneficiary countries in the Balkan and Central Asia regions given their important role in supply chains for the military goods, namely: Albania, Bosnia-Hercegovina, Bulgaria, Croatia, Kosovo, Kyrgyzstan, Montenegro, North Macedonia, Serbia, Tajikistan, Turkmenistan and Uzbekistan.

4. OBJECTIVES

The objectives of the Project are as follows:

- Conducting three regional workshops (Eastern Europe, the Balkans, Central Asia and Caucasus) in the first year of the Project focused on collecting training and capacity-building requirements on the national and regional levels;
- Institutional assessment of the enforcement capacity development at the core beneficiary country (including a field mission);
- Development of the regional training curriculum based on the WCO training materials, tools and instruments, as well as case studies from the region;
- Development of the national Customs Enforcement Curriculum and piloting it in the core beneficiary country;
- Review of the national curriculum based on input from the pilot, its finalisation and hand-over to the beneficiary country for scaling up.

5. MAIN ACCOUNTABILITIES

Under the supervision of the Security Programme Manager, the Project Manager will focus on the following key activities:
i. **Project and Delivery Management**

(a) Providing a strategic direction for the Project;
(b) Providing timely Project reporting and serving as the main liaison with the donor;
(c) Doing strategic communications for the Project, including but not limited to advocacy, stakeholder and beneficiary engagement;
(d) Preparing briefings for various audiences, both external and internal;
(e) Conducting Awareness Raising Workshops
(f) Managing and conducting an institutional assessment and other analytical work;
(g) Overseeing and reviewing the drafting of the regional and national curricula for the beneficiary countries; and
(h) Delivering regular internal and external communications (press releases, web articles, social media posts).

ii. **Financial Management**

(a) Approving expenditures of the Project in accordance with the WCO rules and donor requirements;
(b) Maintaining accurate forecasts and expenditure reports using the WCO financial systems and tools;
(c) Supporting external audits, evaluations and monitoring activities; and
(d) Leading procurement activities for the Project, ensuring compliance with the WCO rules.

iii. **Monitoring and Evaluation**

(a) Preparing a work plan to outline the schedule for the delivery and review of each activity of the Project; and
(b) Maintaining a logical framework and performance measurement framework of the Project.

iv. **Miscellaneous**

Other Project related duties as assigned by the supervisor.

6. **EDUCATION**

- University level degree in the field of project management/administration/international relations/development cooperation/security studies or related fields, or an equivalent combination of education, skills and experience.
WCO I OMD Vacancy Notice

7. EXPERIENCE

- Middle to senior level project-management professional with at least ten (10) years of experience of which at least five (5) years of direct exposure to security/illicit trafficking of restricted and prohibited commodities in an international context, ideally in Customs;
- Experience working in complex international multistakeholder environments;
- Experience in donor coordination and consultation, as well as donor reporting;
- Experience in the planning, delivery, monitoring and evaluation of capacity building and technical assistance initiatives in customs and other law enforcement agencies; and
- Preference may be given to individuals with specific experience in customs and law enforcement in in the Eastern Europe, Balkan region or Central Asia.

8. LANGUAGES

- For this position fluency in English is required.
- Fluency in Ukrainian or Russian will be considered as an asset.

9. COMPETENCIES

- Ability to work constructively in a small team and in a multinational environment;
- Political sensitivity and good knowledge of the regional specificities;
- Excellent organizational skills;
- Excellent drafting and communication skills;
- Ability to adhere to tight deadlines;
- Ability to adapt to the administrative and financial tools used by the WCO;
- Availability for travelling;
- Knowledge in the sphere of countering illicit trafficking of prohibited and restricted goods;
- Knowledge of Customs controls in relation to weapons and delivery systems would be considered as a strong asset.

10. CONTRACT AND CONDITIONS

- Staff member under short-term contract until September 2025;
- 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 8,000 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 WCO 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 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 their application.

Interested candidates should submit their application for review no later than 27 October 2023, including a CV and cover letter in English by e-mail to:

wcosecurityprogramme@wcoomd.org

Please include the reference to Project Sirius and the title of the position you are applying for in the title of the email.

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. The age limit for employment with the WCO is 65. Please note that the WCO Headquarters is a non-smoking environment.