COMPLIANCE AND FACILITATION DIRECTORATE
ENFORCEMENT AND COMPLIANCE SUB-DIRECTORATE

Europe Sub-regional Security Project (Sirius)

Project Officer

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 Project Manager, the Project Officer will focus on the following key activities:
i. Project and Delivery Management

(a) Drafting different types of Project documentation, including official correspondence, reports to donors and briefings for senior management;
(b) Reviewing and editing training materials;
(c) Conducting basic research in support of the Project and the wider Security Programme;
(d) Performing basic data extractions from the relevant WCO databases when required;
(e) Supporting liaison process with external stakeholders, such as donors, beneficiary countries, partner organizations and experts;
(f) Drafting outreach and communication materials (e.g., web articles, social media outreach);
(g) Maintaining Project documents and archives; and
(h) Responding to general queries in relation to activities planned under the Project.

ii. Financial and administrative management

(a) Overseeing procurement and contracting processes (estimating costs, processing claims and invoices) in accordance with the WCO rules;
(b) Providing logistical and administrative arrangements for missions, events or trainings; and
(c) Organizing meetings, including online engagements.

iii. Any other task as may be assigned by the supervisor.

6. EDUCATION

- Master level degree in the field of security studies, international relations, social sciences or related fields.

7. EXPERIENCE

- At least five (5) years’ experience in large scale donor-funded projects or programmes, out of which three (3) years in administrative and logistical functions;
- Experience working in complex international multistakeholder environments;
- Experience in organizing workshops and trainings, meetings and events (virtual and in-person);
- Experience in compiling and analysing budget statistics and other financial information;
- Experience with large databases (Excel);
- Experience with drafting web articles, press releases, reports and using social media tools;
- Experience in and/or knowledge of the functioning of international organizations would be an asset.

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 analytical, writing and communication skills;
- Ability to adhere to tight deadlines;
- In-depth knowledge of MS office (Word, Excel and PowerPoint);
- Ability to adapt to the administrative and financial tools used by the WCO;
- Availability for travelling; and
- Knowledge of or strong interest in the sphere of countering illicit trafficking of weapon systems and ammunition is desirable.

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 of up to 4,250 EUR/month all-inclusive (remuneration exempted from income tax in Belgium) depending on experience; 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 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 **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.