



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

January 20, 2017

CUSTOMS MEMORANDUM CIRCULAR
NO. 11-2017

To: All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

Subject: WCO/Japan Career Development Program

Attached is the letter from Mr. Kunio Mikuriya, Secretary General, World Customs Organization inviting nominee/s to the WCO/Japan Career Development Program 2017/2018 to be held in September 2017 at the WCO Headquarters.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

Nicanor E. Faeldon
NICANOR E. FAELDON
Commissioner



JAN 23 2017



WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES

Established in 1952 as the Customs Co-operation Council
Créée en 1952 sous le nom de Conseil de coopération douanière

The Secretary General

17SL0007E

Brussels, 11 January 2017.

Dear Director General,

I am pleased to inform you of the **WCO/Japan Career Development Programme 2017/2018**, to be held from September 2017 at the WCO Headquarters. Funds for this Programme will be provided by the Japanese Customs Administration.

The objectives of the Programme are to promote the involvement of Members where neither of the two official WCO languages is widely spoken; to provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience; to develop and enhance networks among WCO Members and the Secretariat; to support and assist the Secretariat in its missions, work and tasks; to enhance the research function of the WCO; and to develop a pool of highly competent officials with expertise in Member administrations.

Under this Programme, the selected Customs officials will be given an opportunity to spend **approximately ten months from September 2017** at the WCO Secretariat and thus gain valuable international experience. Each official will be assigned to an area of work which is commensurate with his/her skills. More detailed information on the Programme, including the conditions of service, is set out in Annex I.

If you wish to nominate a candidate for this Programme, please return the attached nomination form (Annex II) and application form (Annex III) duly completed by your Administration and the candidate respectively, to the Office of the Secretary General by email (careerdevpro@wcoomd.org) **by Friday 17 March 2017**. Please note that applications received after the deadline will not be considered.

If you nominate more than one candidate, please indicate the order of priority of the candidates. It should be noted that administrations are expected to nominate no more than three candidates.

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If you have any questions or need clarification regarding this Programme, you may contact Mr. Yoshiro Baba, the Manager of the Programme (tel: +32 2 209 96 45) or Ms. Varduhi Tovmasyan, Coordinator of the Programme (tel: +32 2 209 9622) or by fax: +32 2 209 94 99; and e-mail: careerdevpro@wcoomd.org.

I look forward to receiving nominations of good candidates for the Career Development Programme.

Yours sincerely,



Kunio Mikuriya.

MASTER COPY

FN# 17-00932

EXTERNAL AFFAIRS COMMITTEE	
RECEIVED BY:	<i>nm</i>
DATE:	1-12-2017
TIME:	10:36 AM

**Fw: WCO/Japan Career Development Programme
2017/2018 - Programme de développement de carrière
OMD/Japon 2017/2018**

On Wednesday, January 11, 2017 11:22 PM, Kabera Aboulaiz <Kabera.Aboulaiz@wcoomd.org> wrote:

Dear Directors General,

Please find attached the letter 17SL0007E from Mr. Mikuriya, Secretary General of the World Customs Organization, regarding the WCO/Japan Career Development Programme 2017/2018.

Kind regards,

Kabera ABOULAIZ (Ms.)
Assistant to the Secretary General
World Customs Organization | Organisation mondiale des Douanes
Rue du Marché, 30 B-1210 Brussels, Belgium

Tel: [+32 \(02\) 209 94 26](tel:+322099426)
Email: kabera.aboulaiz@wcoomd.org
Internet: www.wcoomd.org

WCO/JAPAN CAREER DEVELOPMENT PROGRAMME

I. Objectives

This is a programme which aims to:

- provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience;
- promote the involvement of Members where neither of the two official WCO languages is widely spoken;
- develop and enhance networks among WCO Members and the Secretariat;
- support and assist the Secretariat in its missions, work and tasks;
- enhance the research function of the WCO;
- develop a pool of highly competent experts/managers with international experience

II. Sponsorship : Japan (CCF/Japan)

III. Programme at a glance

(a) Programme

Up to 10 Professional Associates for a ten-month programme (starting in September 2017)

(b) Venue

WCO Headquarters (Brussels, Belgium)

(c) Field Study

Donor country (Japan) for a field study tour (approximately 7 working days)

(d) Supervision

Office of Secretary General (External Relations)

(e) Office and Directorate of Assignment

Determined in cooperation with Directors, depending on the research area

IV. Application and selection

(f) Composition of Professional Associates

Category I - Selection by **languages** (free choice of theme)

Up to 4 Professional Associates from Members where neither of the two official WCO languages (English / French) is widely spoken.

Languages on which selection will be based are :

Arabic

Portuguese

Russian

Spanish

Category II - Selection by topics

Up to 6 Professional Associates, who have expertise and are working in a specific area.

- (i) Intellectual Property Rights (IPR) or Risk Management
- (ii) Customs issues, the candidate should specify a particular area of his/her expertise

(g) Eligibility, requirements, condition of candidacy

Requirements

Applicants should :

- be a Customs officer of a developing-country Member administration which has active status at the WCO;
- be chosen and nominated by the Head of his/her home Customs administration;
- have a minimum of 3 years' experience in Customs;
- have a university degree or equivalent professional qualification;
- be proficient in English and/or French; and
- be in good health.

Recommended

Applicants should ideally :

- have work experience in policy making, policy implementation and/or research and study;
- have work experience in an international environment, in particular regarding WCO matters (e.g. participation to WCO committees, activities as WCO accredited expert);
- have working knowledge of computer applications; and
- be younger than 45 years of age.

(h) Other factors for selection

Preference will be given to applicants supported or recommended by a community or multiple Members using a common language.

Preference will be given to applicants with language qualification/profession attested by work experience or certificates.

Applicants will be evaluated based on their academic record and intellectual distinction, personal qualities, motivation, evidence of leadership, management potential and career growth, and work experience.

V. **Main tasks and responsibilities**

(i) Assist and support programmes

Professional Associates will assist and support the tasks and projects of the Secretariat, primarily in the Directorate to which they are assigned. In addition, Professional Associates will be expected to provide support for linguistic matters.

(j) Research and study / a project

Professional Associates are expected to undertake research and study on a theme set by the WCO or by the Professional Associate himself/herself or a special project, in cooperation with a tutor from a designated Directorate and under the supervision of the

Office of the Secretary General (External Relations Coordinator). The tutor will be designated in accordance with the research topic. The Professional Associates shall submit a final report to the Office of the Secretary General before the end of the Programme.

(k) Field study

A field study is an essential part of the Programme, which enables Professional Associates to conduct and enhance his/her research and study. Financial support will be granted for a mission to the donor country (Japan). Support may also be granted for a mission to another country. The cost of travel (economy class ticket), accommodation and meals will be borne by the sponsor.

VI. Duties, obligations and privileges

(l) Status : Professional Associate

(m) Recruitment, terms of appointment, advancement and promotion

- Fixed term for ten months

Note: The renewal or extension of the term may be considered only in exceptional cases.

- Advancement and promotion cannot be considered.

(n) Salaries, allowances and benefits

- Salary : around 4,000 euro per month

Note : Benefits and allowances such as household allowance, expatriation allowance, dependant's allowance, terminal allowance, advances, loans, etc. are not granted.

- All Professional Associates will be required to pay a medical insurance premium (around 150 euro per month). This medical insurance covers the Professional Associates only.

(o) Travel when taking up duty and leaving

- Economy class return tickets
- Installation allowance (half of one month's salary)

(p) Working conditions and leave

- The WCO Staff Manual (provisions of Chapter VII) is applicable for working hours and public holidays.
- Professional Associates will have 15 days of annual leave.

(q) Accommodation

- All Professional Associates will be required to stay in the same residence arranged by the WCO.

Note: Changing from the apartment reserved by the WCO will not be allowed.

- The monthly rental fee is around 1,500 euro, including a utility fee payable by the Professional Associate.

VII. **Other**

This programme is designed as a non-family posting and is of a short duration.

That being the case, the WCO will provide assistance with visa requirements **solely** for the Professional Associate himself/herself.

NOMINATION FORM

WCO/Japan Career Development Programme (2017/18)

- (1) To be completed by - or under the authority of - the Head of the nominating administration, e.g. **Director General, Commissioner or equivalent official**, and returned to the Office of the Secretary General of the World Customs Organization (at careerdevpro@wcoomd.org). **Please note that the form must be signed by both the Head of the nominating administration and the nominee. Otherwise, the nomination will be considered invalid.**
- (2) Please complete this form in typewritten script.

THE CUSTOMS ADMINISTRATION OF _____

NOMINATES Mr./Mrs./Miss _____

(His/her current title) _____

(Employed by the Customs Administration) in _____ (mm)/ _____ (yyyy)

<p>THE NOMINEE APPLIES FOR THE CATEGORY (please select ONE of the following categories (Category I, Category II i) or Category II ii)) :</p>		
<p>Category I - Language (please select one of the followings)</p> <p><input type="checkbox"/> Arabic</p> <p><input type="checkbox"/> Portuguese</p> <p><input type="checkbox"/> Russian</p> <p><input type="checkbox"/> Spanish</p>	<p>Category II - Topics</p> <p><input type="checkbox"/> ii) Customs issues, a candidate should specify a particular area of his/her expertise (please specify the topic)</p>	<p>Category II - Topics</p> <p>i) IPR/Risk Management</p> <p><input type="checkbox"/> IPR</p> <p><input type="checkbox"/> Risk Management</p>

<p>THE NOMINEE HAS A SPECIAL INTEREST IN THE FOLLOWING AREA OF RESEARCH OR STUDY (Please specify one or two areas only) :</p>	
<p><input type="checkbox"/> Capacity Building</p> <p><input type="checkbox"/> Facilitation</p> <p><input type="checkbox"/> Origin</p>	<p><input type="checkbox"/> Enforcement</p> <p><input type="checkbox"/> Nomenclature</p> <p><input type="checkbox"/> Valuation</p>

THE NOMINATING ADMINISTRATION CERTIFIES THAT THE NOMINEE :

i) Is a Customs officer of a developing-country Member administration which has active status at the WCO;	Yes <input type="checkbox"/> No <input type="checkbox"/>
ii) Has a minimum of 3 years' experience in Customs;	Yes <input type="checkbox"/> No <input type="checkbox"/>
iii) Has a university degree or equivalent professional qualification;	Yes <input type="checkbox"/> No <input type="checkbox"/>
iv) Is proficient in English or French;	Yes <input type="checkbox"/> No <input type="checkbox"/>
v) Is in good health; and	Yes <input type="checkbox"/> No <input type="checkbox"/>
vi) Continues to work in his/her home Customs administration for 3 years at least after the completion of the Programme.	Yes <input type="checkbox"/> No <input type="checkbox"/>

DATE AND PLACE : _____

Name of signatory : _____

Title : _____

Signature and seal of Head of the Administration

DATE AND PLACE : _____

Name of nominee : _____

Signature of the nominee

Please complete this form in typewritten script.

Annex III

**APPLICATION FOR THE POST OF
Professional Associate
WITHIN THE WORLD CUSTOMS ORGANIZATION (2017/2018)**

1. PARTICULARS



Family name <i>(in block capitals)</i>	Maiden name <i>(in block capitals)</i>	
First name(s) <i>(in block capitals)</i>	Sex	<input type="checkbox"/> M <input type="checkbox"/> F
Date of birth	Place of birth	
Present nationality¹	Nationality at birth	

¹ If your present nationality is different from your nationality at birth, please give details of how and when it was acquired. Please indicate if you possess dual nationality.

2. CONTACT DETAILS

Postal address

.....
.....
.....
.....

Telephone number(s)

.....
.....

E-mail address(es)

.....
.....

3. PERSONAL DETAILS

Marital status

Single Married Other (please specify) :

If you are married, please note that the programme is designed as a non-family posting.

State of health

Have you ever suffered any serious illness or accident ? Yes No
Do you have a disability that should be taken into consideration ? Yes No

If yes, please give details :

Honour(s)

.....
.....

Sanction(s)

Indicate any conviction, administrative sanction or pending case

.....

4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES,

IT SKILLS AND PUBLICATIONS

Name, place and country of university or equivalent	Degree(s), distinction(s) obtained	From	To
.....
.....
.....
.....
.....

Knowledge of languages

Mother tongue :

	Read <i>Very well, Well, Fairly well</i>	Write <i>Very well, Well, Fairly well</i>	Speak <i>Very well, Well, Fairly well</i>
English			
French			
Spanish			
Portuguese			
Arabic			
Russian			
Other			

Indicate your work experience or certificates related to languages:

Please attach certificates, etc., attesting to your language proficiency

IT skills

List the word-processing and other software with which you are familiar

.....

Publication(s)

Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)

.....

5. PROFESSIONAL EXPERIENCE

Present post	
Since :	Description of your duties
Exact title of your post :	
Name and contact details of your employer	

Previous post	
From : To :	Description of your duties
Exact title of your post :	
Name and contact details of your employer	

Previous post	
From : To :	Description of your duties
Exact title of your post :	
Name and contact details of your employer	

any

A large rectangular area containing numerous horizontal dotted lines, intended for writing or data entry.

7. ADDITIONAL INFORMATION

Have you previously applied for employment with the WCO ?

Yes No

If yes, provide details :

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Have you lived abroad for any period(s) exceeding 3 months ?

Yes No

If yes, provide details :

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Special aptitudes or interests

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8. REFERENCES

Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character

FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS <small>Address, telephone number, e-mail</small>

I certify that the statements made by me above are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

I am aware that any misrepresentation or material omission, even unintentional, may result in the rejection of my application or the termination of any subsequent appointment under the Career Development Programme.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)

The World Customs Organization is an equal opportunities employer.