



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

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PROFESSIONALISM


INTEGRITY

ACCOUNTABILITY

IA G Memo No. 12-2022

MEMORANDUM

FOR : ALL BOC OFFICIALS AND EMPLOYEES

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : Vacancy of the Positions in the Compliance and Facilitation Directorate, World Customs Organization

DATE : February 16, 2022

1. The World Customs Organization (WCO) announced on February 03, 2022 the vacancy of the following positions in the Compliance and Facilitation Directorate (Compliance/Enforcement):
 - a. Technical Officer Compliance/Enforcement – Container Control Programme (CCP) Coordinator; and
 - b. Technical Officer Compliance/Enforcement – Security
2. In connection to this, attached are the prescribed Application Forms for the abovementioned vacant positions together with the Job Descriptions and Conditions of Service. (*Annex "A"*)
3. In this regard, all qualified BOC officials and employees, who are interested to apply for the aforementioned positions, shall submit their accomplished Application Forms to the Human Resource Management Division (HRMD) **not later than February 22, 2022** and a soft copy to the hrmd@customs.gov.ph with the subject line: Application Form for WCO Technical Officer under the Compliance and Facilitation Directorate (Compliance/Enforcement).
4. For information.



World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium
T: +32 (0)2 209 92 11 / info@wcoomd.org
Bank account: IBAN BE38 2100 4751 2672

3 February 2022 / Brussels
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Dear Director General,

I am writing to inform you of the following vacancies in the Compliance and Facilitation Directorate (Compliance/Enforcement) :

- Technical Officer Compliance/Enforcement - Container Control Programme (CCP) Coordinator; and
- Technical Officer Compliance/Enforcement - Security.

The Job descriptions are at Annexes I and II, respectively.

The Conditions of Service are at Annex III.

All applications should be submitted via your office (or an office such as International Customs or Human Resources) and must be accompanied by a notification of support by your Administration.

If you wish to nominate candidates for these posts, I should be grateful if you would let me know **by 4 March 2022**, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : bernadette.hendrickx@wcoomd.org.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kunio Mikuriya'.

Kunio Mikuriya
WCO Secretary General

JOB DESCRIPTION (CCP Programme Coordinator)

Post : Technical Officer (Compliance/Enforcement)
Compliance and Facilitation Directorate

Grade : A3

Ideal candidate

The ideal candidate for this position would be a Customs enforcement practitioner who has had operational and representational experience and a strong analytical mind, is politically aware and astute in international maritime and air cargo transport and its associated risks for illicit trade. The candidate is someone who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related cross-border compliance activities in the field of cargo control, risk management and intelligence. Knowledge of inter-agency, in particular of Customs-Police cooperation, is an asset.

The ideal candidate would also bring a strategic and holistic diagnostic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO. It is of utmost importance that the person will have a proven track-record of working with international organizations in order to be able to negotiate with other stakeholders and donors and manage large scale donor funded initiatives/programmes/projects.

Main functions

Under direction from the Deputy Director of Compliance and Enforcement a list of key functions and activities are:

- Manage the efficient day-to-day administration of the Container Control Programme associated with enforcement in general, and especially in relation to trend analysis, data collection, risk management and intelligence.
- Manage and further develop the implementation of CCP training activities, based on a sound environmental scan.
- Manage and further develop the WCO CCP team of training experts.
- Manage and negotiate the WCO CCP budget.
- Perform situation - and trend analysis on global security related threats and developments, draft policy and procedural documents and undertake studies and analyses on Customs legislation and best practice, and activities associated with international cross-border compliance and enforcement controls.
- Coordinate and participate in cross-border enforcement operations at international level agreed by Members.
- Prepare working documents and briefs for the Policy Commission and Council and draft documents for Chairpersons and on cross-Directorate matters associated with meetings of technical Committees, and/or prepare reports on those meetings.

Annex I

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- Develop concepts and strategies to deliver training and technical assistance in the area of Customs compliance and enforcement to enhance the operational and intelligence capacity of Members.
- Provide advice for the national level for the implementation of risk management, targeting and intelligence programmes.
- Represent the WCO at meetings with Customs administrations, other international and regional organizations and/or in intergovernmental organizations that have international cross-border compliance/enforcement interests and responsibilities.
- Develop productive working relationships with the private sector, other organizations with observer status at the WCO to ensure that stakeholders' needs are considered, where necessary, during the development of policy and procedures.
- Oversee and draft briefing notes, scripts for presentations/speeches given by the Secretary General and other senior Secretariat staff.
- Develop materials for, and lecturing at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Qualifications

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Proven experience in Customs enforcement, particularly as regards to Customs controls, risk management and intelligence.
- The candidate should also be in a position to demonstrate extensive experience in cross-border-related law enforcement policy development, trend analysis, operations delivery and training.
- Experience in international co-operation in Customs matters.
- A proven track record from successful donor liaison, coordination and programme/project management.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French) and have a good knowledge of the other. Written and spoken knowledge of another language, such as Arabic, Russian or Spanish, would be advantageous.
- The candidate must have good analytical, writing and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the WCO's official languages both virtually and in person to large and at times high-level audiences.

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- Knowledge of Customs Tools such as CLiKCI, CTS, and the Customs Enforcement Network (CEN) are an asset.
- The candidate should have proven leadership skills.
- The candidate should have a good knowledge of computer applications, including data analysis and data visualization tools.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.
- Be available to travel and conduct missions on behalf of WCO and jointly with other organizations

February 2022.

JOB DESCRIPTION (Security)

Post : **Technical Officer (Compliance/Enforcement)**
Compliance and Facilitation Directorate

Grade : **A3**

Ideal candidate

The ideal candidate for this position would be an enforcement practitioner who has had representational experience and an analytical mind, is politically aware and astute in international and global security and counter terrorism affairs. The candidate is someone who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related cross-border compliance activities in the field of security, risk management and intelligence. Knowledge of passenger control, Customs-Police cooperation and cross border Health policies is an asset.

The ideal candidate would also bring a strategic and holistic diagnostic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO. It is of utmost importance that the person will have a proven track-record of working with international organizations in order to be able to negotiate with other stakeholders and donors and manage large scale donor funded initiatives/programmes/projects.

Main functions

Under direction from the Deputy Director of Compliance and Enforcement a list of key functions and activities are:

- Manage the efficient day-to-day administration of programmes associated with enforcement in general, and especially in relation to security, data collection and intelligence.
- Manage the implementation of various WCO security and intelligence projects, based on a sound environmental scan.
- Contribute to the operation and management of the WCO Information and Intelligence Center (I2C), and the WCO Security Programme with attention to the WCO's border security related passenger targeting and controls initiatives.
- Perform situation - and trend analysis on global security related threats and developments, draft policy and procedural documents and undertake studies and analyses on Customs legislation and best practice, and activities associated with international cross-border compliance and enforcement controls.
- Coordinate and participate in cross-border enforcement operations at international level agreed by Members.
- Prepare working documents and briefs for the Policy Commission and Council and draft documents for Chairpersons and on cross-Directorate matters associated with meetings of technical Committees, and/or prepare reports on those meetings.

Annex II

- Design and deliver training and technical assistance in the area of Customs compliance and enforcement to enhance the operational and intelligence capacity of Members.
- Provide detailed action plans for the national level for the implementation of risk management, targeting and intelligence programmes.
- Represent the WCO at meetings, with Customs administrations, other international and regional organizations and/or in intergovernmental organizations that have international cross-border compliance/enforcement interests and responsibilities.
- Develop productive working relationships with the private sector, other organizations with observer status at the WCO to ensure that stakeholders' needs are considered, where necessary, during the development of policy and procedures.
- Oversee and draft briefing notes, scripts for presentations/speeches given by the Secretary General and other senior Secretariat staff.
- Develop materials for, and lecturing at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Qualifications

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Experience in Customs enforcement, particularly as regards to security, counter terrorism and intelligence. In practice, this means experience from Customs law enforcement or from another law enforcement, border security and/or intelligence function.
- The candidate should also be in a position to demonstrate extensive experience in cross-border-related law enforcement policy development, trend analysis, operations delivery and training.
- Experience in international co-operation in Customs matters.
- A proven track record from successful donor liaison, coordination and programme/project management.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French) and have a good knowledge of the other. Written and spoken knowledge of another language, such as Arabic, Russian or Spanish would be advantageous.
- The candidate must have good analytical, writing and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the WCO's official languages both virtually and in person to large audiences.

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Annex II

- The candidate must have the capacity to deliver training and technical assistance to developing countries and have excellent knowledge of Advance Passenger Information (API) and Passenger Name Record (PNR) developments at the international and European Union level and be prepared to provide advice and guidance at the national level to Customs administrations on the implementation of UNSCR 2178, 2396 and 2482
- Knowledge of Customs Tools such as CLiKCI, IRIS and the Customs Enforcement Network (CEN) are an asset.
- The candidate should have proven leadership skills.
- The candidate should have a good knowledge of computer applications, including data analysis and data visualization tools.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.
- Be available to travel and conduct missions on behalf of WCO and jointly with other organizations.

February 2022.

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CONDITIONS OF SERVICE**Grade : A3**

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

Emoluments

At present, the A3 monthly salary scale is € 6,984.45 to € 9,442.60 (11 steps).

In addition, where conditions are met, a Basic Family Allowance (BFA) and an expatriation allowance of 10 % of the basic salary calculated on the first step of the grade during the first five years, then reduced to zero over five years, will be paid. Dependants' and education allowances are available and there are sickness and life insurance schemes in place. Officials and their dependants are entitled to the reimbursement of home leave travel expenses (economy class) every two years.

All emoluments are free of tax.

Terminal Allowance

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 7,025; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 125,890.

Duration of appointment

Five years. The first six months of service will be a probationary period.

February 2022.

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APPLICATION FOR THE POST OF
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WITHIN THE WORLD CUSTOMS ORGANIZATION¹



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

Family name <i>(in block capitals)</i>	
First name(s) <i>(in block capitals)</i>	
Date of birth	Place of birth
Present nationality²	Nationality at birth

2. CONTACT DETAILS

Postal address

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Telephone number(s)

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¹ Application to be typed, and to be made available in electronic format.

² 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.

Email address(es)

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3. PERSONAL DETAILS

Home(s)

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Section(s)

Indicate any convictions, arrests, or other relevant case

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4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES, IT SKILLS AND PUBLICATIONS

Name, place and country of degree (or city or equivalent)	Degree (s), diploma (s) obtained	From	To
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Knowledge of languages			
Mother tongue :			
	French	Other	Other
	Very well / Well / Fairly well	Very well / Well / Fairly well	Very well / Well / Fairly well
English			
French			
Other (1)			
Other (2)			
Other (3)			

IT Skills
List the two (or three) most important skills which you have acquired

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Publication(s)
Indicate the title of any significant articles, books or other publications relevant to the post applied for

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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	

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

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

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

6. CANDIDATE'S VISION OF THE POST

Without exceeding the space provided, describe your vision for the position which you are applying.

A large rectangular area with horizontal dotted lines for writing.

7. ADDITIONAL INFORMATION

Have you previously applied for any form of financial aid?

Yes No

If yes, provide details :

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Have you lived abroad for any periods exceeding 6 months?

Yes No

If yes, provide details :

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Special awards or interests

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8. REFERENCES

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

FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS (Address, telephone number, e-mail)

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 annulment of any subsequent appointment.

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

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(Date)

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(Candidate's signature)