



IA G Memo No. 35-2020

**MASTER COPY**



BOC-03-08117

**MEMORANDUM**

**TO :** ALL BOC OFFICIALS AND EMPLOYEES

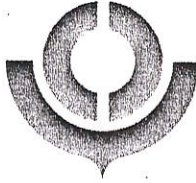
  
**FROM :** DONATO B. SAN JUAN  
Deputy Commissioner  
Internal Administration Group

**SUBJECT :** World Customs Organization (WCO) Vacancy of the  
Post of Technical Attaché

**DATE :** December 17, 2020

- 
1. The World Customs Organization (WCO) announced the vacancy post of Technical Attaché under the Facilitation/Procedures Sub-Directorate within the Compliance and Facilitation Directorate.
  2. Attached is the Application Form with the Job Description and Status of Technical Attachés. (*Annex "A"*)
  3. In this regard, all BOC personnel who are interested to apply for the said position shall submit to the HRMD their applications, in compliance with the attached documents, not later than December 29, 2020
  4. For information.

**APPLICATION FOR THE POST OF**  
.....  
**WITHIN THE WORLD CUSTOMS ORGANIZATION**



WORLD CUSTOMS ORGANIZATION

**1. PARTICULARS**

*Please affix a  
passport-sized  
photograph*

<b>Family name</b> <i>(in block capitals)</i>	<b>Maiden name</b> <i>(in block capitals)</i>
<b>First name(s)</b> <i>(in block capitals)</i>	<b>Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F
<b>Date of birth</b>	<b>Place of birth</b>
<b>Present nationality</b> <sup>1</sup>	<b>Nationality at birth</b>

<sup>1</sup> 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) : .....

**Information about your spouse**

Family name and first names(s) : ..... Maiden name : .....  
Date of birth : ..... Nationality : .....  
Profession : .....

**Dependant(s) (family name, first name, date of birth and relationship)**

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

**Compulsory military or non-military national service**

Dates and latest rank : .....  
Outstanding obligations (if applicable) : .....  
.....

**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			
Other (1)			
Other (2)			

IT skills
<i>List the word-processing and other software with which you are familiar</i>
.....
.....
.....
.....
.....

Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
.....
.....
.....
.....
.....

**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 ..... ..... .....	

Previous post	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... ..... ..... ..... ..... ..... ..... ..... .....
Name and contact details of your employer ..... ..... .....	

Previous post	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... ..... ..... ..... ..... ..... ..... ..... .....
Name and contact details of your employer ..... ..... .....	

Previous post	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... ..... ..... ..... ..... ..... ..... ..... .....
Name and contact details of your employer ..... ..... .....	





A large rectangular area containing numerous horizontal dotted lines, intended for handwritten notes or a response.

**7. ADDITIONAL INFORMATION**

<b>Have you previously applied for employment with the WCO ?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details : ..... ..... ..... .....

<b>Have you lived abroad for any period(s) exceeding 3 months ?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details : ..... ..... ..... .....

<b>Special aptitudes or interests</b> ..... ..... ..... .....
---

**8. REFERENCES**

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

<b>FAMILY NAME AND FIRST NAME</b>	<b>OCCUPATION</b>	<b>CONTACT DETAILS</b> <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 annulment of any subsequent appointment.

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

.....  
(Date)

.....  
(Candidate's signature)

*The World Customs Organization is an equal opportunities employer.*

**STATUS OF TECHNICAL ATTACHES**

1. In addition to the officials on the Secretariat staff, the WCO has recourse to the services of Technical Attachés.
  2. Many countries express a keen interest in assigning officials to the WCO Secretariat to gain experience in WCO matters and international activities in general.
  3. Under the terms of this specific recruitment of Technical Attachés, national officials are attached to the Secretariat for a tour of duty financed entirely by their home administration. These officials are posted to the WCO by their home administration and retain their national salary, retirement benefits, etc. The WCO provides furnished office accommodation and the assistance of support staff, and pays for missions carried out as part of the Attachés' work.
  4. For reasons of efficiency and effectiveness, the length of the posting, agreed jointly with the home administration, should in principle not be less than three years. This period may subsequently be extended, subject to satisfactory performance and positive results. Unsatisfactory performance by a Technical Attaché during the period of posting will lead to termination of the posting.
  5. The essential qualifications for Technical Attachés are :
    - established Customs or related experience in one or more areas of WCO activity as contained in the Strategic Plan;
    - good spoken and written knowledge of one of the two official languages of the WCO (English or French).
  6. The Secretary General will inform the Members at least once a year of those Customs fields where the Secretariat has a special need for Technical Attachés, and Members will be invited to submit nominations of highly qualified experts in those fields. Selection is at the direction and discretion of the Secretary General, assisted by the Administration Committee which assesses the candidate's suitability for the position. This Committee assesses the candidate's knowledge, skills, experience, personal attributes and overall potential for assuming the responsibilities attached to the position of Technical Attaché.
  7. During their period of posting, Technical Attachés work solely on behalf of the WCO under the instructions of their line managers. They do not report to, or receive instructions from, their home administration regarding the content of their work. They are, moreover, subject to the same rules of discretion and intellectual property as the WCO's permanent or fixed-term staff. The field of their work is the same as that of Grade A3 Technical Officers.
-

**JOB DESCRIPTION**

**Post :**      **Technical Attaché (Facilitation/Procedures Sub-Directorate)  
Compliance and Facilitation Directorate**

**Ideal candidate**

The ideal candidate should have a minimum of five years Customs experience in passenger control and facilitation, and should be able to demonstrate specific knowledge and experience in control and facilitation of cruise ship passengers. International experience or experience working within an international organization would also be beneficial.

The ideal candidate should have a sound understanding and working knowledge of the WCO Data Model and the messaging used for API/PNR.

**Main functions**

The incumbent will be expected to carry out the following duties:

- Gather Members' experiences and opinions on Customs procedures relating to cruise ship passengers and other modes of transport as determined by the Passenger Facilitation and Control Working Group (PFCWG) to identify Customs administrations' challenges and potential solutions, particularly as they pertain to COVID-19;
- Compile Members' experiences to develop a Compendium of Best Practices in accordance with the Final Cruise Ship Report Recommendations;
- Undertake studies and analyses on cruise ship API and PNR, similar to air, and develop a set of global data standard, in collaboration with Members, relevant international organizations and relevant stakeholders;
- Develop key initiatives on other modes of transport to be identified by the PFCWG;
- Prepare working documents and briefs for the PFCWG and assigned meetings, such as the Permanent Technical Committee and the Enforcement Committee, and/or draft the reports of those meetings. Similarly, prepare documents and reports relating to meetings of other WCO bodies (e.g. the Policy Commission and Council), whenever required;
- Represent the WCO at meetings, in Customs administrations, in other international and regional organizations and/or in intergovernmental organizations with competence in the domain of facilitation and control of passengers;
- Develop productive working relations with other international organizations and the private sector so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures;
- Deliver training and technical assistance in the area of matters related to passenger processing, including facilitation and enforcement matters;
- Write briefing notes, remarks and presentations for delivery by the Secretary General and other senior Secretariat staff;

- Develop materials for and provide presentations at seminars and training courses supported by the WCO;
- Draft articles for WCO publications and those of other international organizations; and
- Liaise with Members' personnel, including, in particular, Customs Attachés posted in Brussels.

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**

- A university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.
- The candidate should have first-hand knowledge and enough experience in control on and facilitation of cruise ship passengers.
- Knowledge of IMO tools (especially the FAL Convention) and the business operations of cruise ships is desirable.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate should have a good knowledge of computer applications.
- 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.

---

**December 2020.**