



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

February 21, 2017

CUSTOMS MEMORANDUM CIRCULAR
NO. 38 - 2017

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

Subject: Vacant Posts at World Customs Organization (WCO)

Attached is the letter dated February 15, 2017 of Mr. Kunio Mikuriya, Secretary General, World Customs Organization inviting applicants to the following posts at the World Customs Organization (WCO):

- 1) Technical Officer (Nomenclature – Chemist)
- 2) Technical Officer (Grade A3 in the Tariff and Trade Affairs Directorate Nomenclature)

Interested applicants are advised to coordinate with the External Affairs Committee Secretariat, this Bureau.

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
Commissioner



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

17.A.39

Brussels, 15 February 2017.

Dear Director General,

I am writing to inform you that a post of Technical Officer (Nomenclature - Chemist) (Grade A3) will become vacant in the Tariff and Trade Affairs Directorate.

The Job description is at Annex I.

I am also inviting further applications for the post of Technical Officer (Grade A3) in the Tariff and Trade Affairs Directorate (Nomenclature). The number of responses to my initial request (letter No. 16.A.197 of 19 October 2016) has been lower than usual, hence my request for additional applications. Those candidates who have already submitted applications for this post do not need to re-submit applications, as they will be considered as part of the process. A copy of the job description is at Annex II for your convenience.

The Conditions of service are at Annex III.

Applicants must clearly specify which of the two posts they apply for when completing the Application Form. 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. Furthermore, it is requested that you only nominate one candidate per post.

If you wish to nominate candidates for these posts, I should be grateful if you would let me know **by 31 March 2017**, and return the attached Application Form completed by the candidate by mail or preferably by e-mail at : bernadette.hendrickx@wcoomd.org.

Yours sincerely,

Kunio Mikuriya.

Annex I

JOB DESCRIPTION

Post : Technical Officer (Nomenclature - Chemist)
Tariff and Trade Affairs Directorate

Grade : A3

Main functions

As an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System (HS), in particular the chemicals sector (Chapters 25 to 40), the incumbent will be expected to carry out the following duties :

- Research and study classification questions, in particular on scientific topics under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Advise on policy issues and complex matters relating to the Harmonized System, classification and laboratory issues, including the preparation of documents on such matters.
- Act as rapporteur in meetings of Committees, etc.
- Draft amendments and prepare updates to the Harmonized System, the Explanatory Notes, the Compendium of Classification Opinions, the Alphabetical Index, the Customs Laboratory Guide and other HS-related publications.
- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate, in particular scientific matters.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, workshops, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and the Council; assist with preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- 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.

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Annex I

Qualifications

- Applicants for this position must have a **university degree in chemistry or sciences** or equivalent professional qualification, comprehensive knowledge of the Harmonized System, in particular the chemicals sector (Chapters 25 to 40), and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification, at the national level, preferably within the Customs Laboratory, and/or at international level.
- Applicants **must have in-depth knowledge of Sections V to VII**, as well as good understanding of the other Sections of the Harmonized System.
- Applicants must be proficient in drafting and speaking in either English or French and have a good working knowledge of the other official language. Knowledge of another WCO working language for HS matters (Spanish and Russian) would be an asset. Knowledge of other languages (written and spoken) would be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment. International experience would be an asset.
- The candidate can smoothly handle general office software (Microsoft Office).

February 2017.

Annex II

JOB DESCRIPTION

Post : **Technical Officer (Nomenclature - HS Sections XVI to XVIII)**
 Tariff and Trade Affairs Directorate

Grade : **A3**

Main functions

As an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System (HS), in particular Chapters 84 to 92, the incumbent will be expected to carry out the following duties :

- Research and study classification questions under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Advise on policy issues and complex technical matters relating to the Harmonized System and classification, including the preparation of documents on such matters.
- Act as rapporteur in meetings of Committees, etc.
- Draft amendments and prepare updates to the Harmonized System, the Explanatory Notes, the Compendium of Classification Opinions, the Alphabetical Index and other HS-related publications.
- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, workshops, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and the Council; assist with preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- 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.

Annex II

Qualifications

- Applicants for this position must have a relevant university degree or equivalent professional qualification, comprehensive knowledge of the Harmonized System and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification of machines, electronics, apparatus and vehicles (Chapters 84 to 92), at the national level within their Customs administration or at international level.
- Applicants must have in-depth knowledge of Sections XVI to XVIII, as well as good understanding of the other Sections of the Harmonized System.
- Applicants must be proficient in drafting and speaking in either English or French and have a good working knowledge of the other official language. Knowledge of another WCO working language for HS matters (Spanish and Russian) would be an asset. Knowledge of other languages (written and spoken) would be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment. International experience would be an asset.
- The candidate can smoothly handle general office software (Microsoft Office).

February 2017.

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 € 6,277.04 to € 8,486.19 (11 steps).

Where appropriate, a household allowance of 6 % of the salary and an expatriation allowance of 10 % of basic salary at the first step of the grade for five years, then reduced to zero over five years, are paid in addition. Dependants' and education allowances are available and there are extensive sickness and life insurance schemes. Officials and their dependants are entitled to home leave travel expenses 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 € 7,000; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 120,000.

Duration of appointment

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

February 2017.

APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

*Please affix a
 passport-sized
 photograph*

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 nationality ¹	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

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.....

Telephone number(s)

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E-mail address(es)

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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)

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Compulsory military or non-military national service

Dates and latest rank :
Outstanding obligations (if applicable) :
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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 :
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Honour(s)

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Sanction(s)

Indicate any conviction, administrative sanction or pending case

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

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

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

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

7. ADDITIONAL INFORMATION

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

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

Special aptitudes or interests

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 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.