

2018-10-029



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

Rejoice
MASTER COPY

MEMORANDUM

TO : **ALL CUSTOMS OFFICIALS**

FROM : *symak*
GLADYS F. ROSALES, MPA, CESE
Chief of Staff and Deputy Commissioner
For Internal Administration Group

SUBJECT : **Vacant Post at WCO**

DATE : 26 October 2018

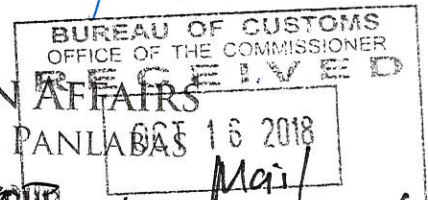
1. Reference: Note Verbale No. 18609 issued by the Office of the United Nations and International Organizations, Department of Foreign Affairs informing that a post of **Deputy Director (Grade A5)** will be vacant in the Compliance and Facilitation Directorate (Facilitation/Procedures), World Customs Organization.
2. Interested officials may submit their applications to the External Affairs Office not later than 08 November 2018.
3. For your information.

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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Gas
MASTER COPY



Internal Admin Group

Received by: WICKY REYES

Date: 10/17/18

Time: 11:14

Mail

TIME: 1:06



OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

18609

05 October 2018

Sir:

Enclosed is a copy of a letter dated 26 September 2018 from the World Customs Organization (WCO) informing that a post of Deputy Director (Grade A5) will become vacant in the Compliance and Facilitation Directorate (Facilitation/Procedures). The Job description and the Conditions of Service are also enclosed.

DFA-UNIO would appreciate it if the BOC could directly submit its application form completed by the candidate, accompanied by a notification of support by the Bureau to bernadette.henrickx@wcoomd.org by **09 November 2018**. Kindly note that WCO requested to only nominate one (1) candidate.

Very truly yours,
For the Secretary of Foreign Affairs:

Noralyn Jubaira Baja
NORALYN JUBAIRA-BAJA
Acting Assistant Secretary

Encls.-a/s.

COMMISSIONER ISIDRO S. LAPEÑA
Bureau of Customs
OCOM Building, South Harbor, Gate 3,
Port Area, Manila

(rgm/kml) In responding to this letter, please cite the following reference number: L-1-0605-2018

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Handwritten signature
MASTER COPY
12/48



The Secretary General

18.A.186

RECEIVED

By Brussels PE/PM at 4:29 pm, Sep 26, 2018

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

Brussels, 26 September 2018.

Dear Director General,

I am writing to inform you that a post of Deputy Director (Grade A5) will become vacant in the Compliance and Facilitation Directorate (Facilitation/Procedures).

The Job description is at Annex I.

The Conditions of service are at Annex II.

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 a candidate for this post, I should be grateful if you would let me know **by 9 November 2018**, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : bemadette.hendrickx@wcoomd.org.

Yours sincerely,

Kunio Mikuriya.

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Annex I

JOB DESCRIPTION

Post : Deputy Director (Facilitation/Procedures)
Compliance and Facilitation Directorate

Grade : A5

Main functions

Under the direction/guidance of the Director, Compliance and Facilitation :

- > Manage the effective administration of the Facilitation/Procedures Sub-Directorate, supervising the staff assigned to the Sub-Directorate and monitoring and controlling their work, against set priorities and timelines.
- > Provide leadership, management direction and support to the work of the Technical Officers and Technical Attachés, and Professional Associates, assigned to the Facilitation/Procedures Sub-Directorate in areas, such as :
 - Customs Procedures and Facilitation Instruments related to, for example : Revised Kyoto Convention (RKC), SAFE Framework of Standards (SAFE)/ Supply Chain Security, WTO Trade Facilitation Agreement (TFA), WCO Mercator Programme, Coordinated Border Management, Time Release Study;
 - Customs IT Solutions, including WCO Data Model, Single Window Concept;
 - Customs support in natural disaster relief;
 - Liaison and co-operation with other international organizations;
 - Contributions to other Agencies' initiatives and operations;
 - Organization of international and regional meetings, events and seminars;
 - Planning and managing the meetings of the WCO working bodies in the responsible areas, including the Permanent Technical Committee, SAFE Working Group, TFA Working Group, RKC Management Committee, Information Management Sub-Committee (IMSC);
 - Development of WCO standards, tools and instruments, and provide associated technical assistance and capacity building;
 - Production of the WCO publications relating to trade facilitation and procedures;
 - Supports with events planning and execution based on assignments, such as the Information Technology (TI)/Technology and Innovation (T&I) Conference and the Authorized Economic Operators (AEO) Conference;
 - Support the WCO Fellowship Programmes (English, French and Spanish);
 - Managing Sub-Directorate content for Members' Web site.
- > Develop and maintain close working relationships, to efficiently share resources, manage workload and co-ordinate the cross cutting work and activities undertaken within the Compliance and Facilitation Directorate, and with the other Directorates of the WCO.
- > 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

- University education or equivalent background.
- Extensive managerial experience, preferably in a Customs administration or in a Customs and trade context.
- Extensive experience with computerization of Customs procedures.
- Comprehensive knowledge of Customs laws and regulations.
- Proven capacity, either in the headquarters of a national administration or in an international organization, to assume responsibilities equivalent to those carried by the post offered.
- Background and experience to be able to manage and direct the detailed studies and projects entailed by the work for which he/she will be responsible.
- Personal qualities such as to ensure the establishment and maintenance of good relations with national and international stakeholders.
- Proficiency in speaking and drafting in one of the official languages of the Organization (English or French) and a good working knowledge of the other. Additional knowledge of other languages may be an asset.
- Good inter-personal skills with the ability to work successfully in a multi-national environment, and with a very diverse group of professionals.
- Demonstrated excellent verbal and written communications skills and public relations skills.
- Experience in using office word processing and information technology.

September 2018.

Annex II

CONDITIONS OF SERVICE

Grade : A5

(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 A5 monthly salary scale is € 8,883.84 to € 11,991.59 (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 € 9,900; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 180,000.

Duration of appointment

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

September 2018.

APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

*Please affix a
 passport-sized
 photograph*

Family name (in block capitals)		Maiden name (in block capitals)	
First name(s) (in block capitals)			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) :

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

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

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 :	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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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 :

.....

.....

.....

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 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.