

2019-12-023



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS

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**MASTER COPY**

**MEMORANDUM**

**TO :** ALL BOC OFFICIALS AND EMPLOYEES

**FROM :** *Handwritten signature*  
ATTY. KRIDEN F. BALGOMERA,  
Chief, Human Resource Management Division

**SUBJECT :** Notice of Vacancy sent by the WCO to all BOC Officials and Employees

**DATE :** December 19, 2019

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1. The World Customs Organization (WCO) is an intergovernmental organization, established in 1952 as the Customs Co-operation Council (CCC) with the aim of enhancing the efficiency and effectiveness of customs administrations worldwide.
  2. In relation to this, the WCO, through Secretary General Kunio Mikuriya, is informing all BOC officials and employees that a post of **Technical Officer (Grade A3)** is vacant under the Compliance and Facilitation Directorate (Facilitation/Procedures).
  3. In this regard, all BOC personnel who are interested to apply for the said position shall submit to the HMRD an accomplished application form for screening. (*Attached as "Annex A"*)
  4. For information and compliance.



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

19SL0271E

Brussels, 11 December 2019.

Dear Director General,

I am writing to inform you that a post of Technical Officer (Grade A3) is 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 **17 January 2020**, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : [bernadette.hendrickx@wcoomd.org](mailto:bernadette.hendrickx@wcoomd.org).

Yours sincerely,

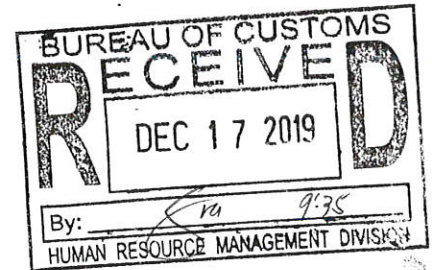
Kunio Mikuriya.



### JOB DESCRIPTION

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

**Grade :** A3



### Ideal candidate

The ideal candidate would have a minimum of five years general experience in Customs legislation/procedures and trade facilitation-related matters. The candidate would be able to demonstrate specific knowledge and experience in the field of Customs procedures and trade facilitation. Knowledge of, and/or experience with, implementation of rules as regards use of instruments like SAFE Framework of Standards, Revised Kyoto Convention, Single Window, Information Technology or arrangements on information exchange would be of advantage. International experience or experience working within an international organization would also be highly regarded.

### Main functions

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

- Draft policy and procedural documents and undertake studies and analyses on Customs procedures, as well as on procedures associated with international cross-border trade facilitation and trade compliance.
- Initiate any follow-up actions, including costing, identifying business benefits and resource constraints arising from those studies.
- Deliver training and technical assistance in the area of Customs procedures and instruments on trade facilitation, including the Revised Kyoto Convention and the SAFE Framework of Standards, e-commerce, which are prepared by the WCO for Members' guidance.
- Prepare working documents and briefings for Chairpersons and the Director for assigned meetings, such as the Permanent Technical Committee, the SAFE Working Group, the Working Group on E-Commerce and other relevant technical Committees, and prepare reports on 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 facilitation or trade compliance domain.
- Develop productive working relations with the Private Sector Consultative Group (PSCG), other organizations with observer status at the WCO and private sector entities, so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.



## Annex I

- Write briefing notes, presentations/speeches given by the Secretary General and other senior Secretariat staff (N.B.: previous experience of drafting briefing notes and presentations at Ministerial/Director General level would be advantageous).
- Design materials for, and lecture at, fora, conferences, seminars and training courses organized or supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.
- 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.

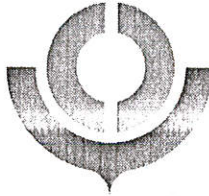
**Qualifications**

- The candidate must have a university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- The candidate should have first-hand knowledge and a minimum of five years' experience in Customs procedures/facilitation matters.
- 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 working knowledge of the other. Knowledge of another language (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 the capacity to deliver training and technical assistance to developing countries.
- 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.

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**December 2019.**

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



WORLD CUSTOMS ORGANIZATION

**1. PARTICULARS**



<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**

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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) : .....  
.....

**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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.....  
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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>
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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 : ..... 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 :

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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.*

<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.*