



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

March 23, 2017

CUSTOMS MEMORANDUM CIRCULAR

NO. 52-2017

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 March 16, 2017 of Mr. Kunio Mikuriya, Secretary General, World Customs Organization, inviting applicants to the following vacant posts in their organization:

- a) Technical Officer (Research) in the Research Unit within the Office of the Secretary General and;
- b) Two posts of Technical Officers (Facilitation/Procedures) in the Compliance and Facilitation Directorate.

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

For your information and guidance.

For records purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


NICANOR E. FAELDON
Commissioner



MAR 24 2017

WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANESEstablished in 1952 as the Customs Co-operation Council
Créée en 1952 sous le nom de Conseil de coopération douanière

The Secretary General

17.A.64

Brussels, 16 March 2017.

Dear Director General,

I am writing to inform you that the following posts will become vacant :

- Technical Officer (Research) (Grade A3) in the Research Unit within the Office of the Secretary General.
- Two posts of Technical Officers (Facilitation/Procedures) (Grade A3) in the Compliance and Facilitation Directorate.

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

The Conditions of service are at Annex III.

Applicants must clearly specify which of the 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 12 May 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.

APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS



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 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.

BMJ

2. CONTACT DETAILS

Postal address
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.....
.....
.....

Telephone number(s)
.....
.....
.....

E-mail address(es)
.....
.....
.....

3. PERSONAL DETAILS

Marital status
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> 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 ? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a disability that should be taken into consideration ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details :

Honour(s)
.....

Sanction(s)
<i>Indicate any conviction, administrative sanction or pending case</i>

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 : 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

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 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

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.

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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, the SAFE Framework of Standards, or even 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 II

- 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.

March 2017.

JOB DESCRIPTION

Post : Technical Officer (Research)
Research Unit, Office of the Secretary General

Grade : A3

Main functions

- Advise and assist the Secretary General in matters relating to policy analysis and research.
- Conduct and produce written research on Customs and international trade subjects, and other matters related to WCO work.
- Co-ordinate and provide research, guidance and assistance where appropriate for work conducted by the three WCO Secretariat Directorates.
- Network with academics and other experts.

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

This is a demanding research post. The following competencies are required :

- A postgraduate (Masters) degree, preferably in anthropology, business administration, criminal justice, economics, law, political science or public administration.
- Knowledge and experience of Customs or international trade issues.
- Experience with and knowledge of research methods, preferably in connection with policy analysis and the public sector/intergovernmental organizations.
- Ability to understand and apply relevant policy frameworks and analytical tools to Customs and international trade issues.
- Excellent writing, editing and briefing skills.
- Significant analytical capabilities.
- Knowledge of data collection and analysis tools, such as regression analysis software, is an advantage.
- Cultural empathy.
- Proficiency in speaking and writing in one of the official languages of the WCO (English or French). A good working knowledge of the other is an advantage.

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Annex I

Sample of writing

As part of their application for this position, candidates should submit one writing sample (in English or French), for which they were the sole or primary author.

March 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.

March 2017.