



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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MASTER COPY

09 January 2019

CUSTOMS MEMORANDUM CIRCULAR
NO. 11 - 2019

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 Note Verbale No. 22517 issued by Assistant Secretary Noralyn Jubaira-Baja, Office of the United Nations and International Organizations, DFA informing that two (2) of Technical Officers (Grade A3) will become available in the Compliance and Facilitation Directorate (Compliance/Enforcement), World Customs Organization.

Interested parties may submit their application to the External Affairs Office not later than 18 January 2019.

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.

Bureau of Customs
REY LEONARDO B. GUERRERO
Commissioner
19-00341

REY LEONARDO B. GUERRERO

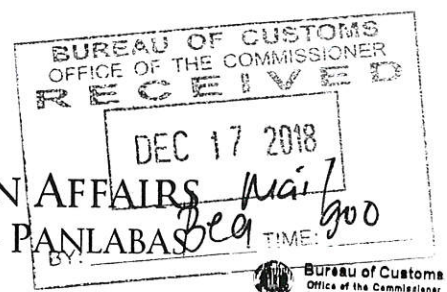
Commissioner

JAN 11 2019

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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Bureau of Customs
Office of the Commissioner
Incoming Document No.
18-25801

OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

22517

7 December 2018

Sir:

Enclosed is a copy of a letter dated 26 November 2018 from the World Customs Organization (WCO) informing that two posts of Technical Officers (Grade A3) will become available in the Compliance and Facilitation Directorate (Compliance/Enforcement). The Job description and the Conditions of Service are also enclosed.

DFA-UNIO would appreciate if the BOC could directly submit the application forms completed by the nominated candidate(s), accompanied by a notification of support by the Bureau to bernadette.henrickx@wcoomd.org by **18 January 2019**.

Very truly yours,
For the Secretary of Foreign Affairs:

NORALYN JUBAIRA-BAJA
Assistant Secretary

Encls.-a/s.

COMMISSIONER REY LEONARDO B. GUERRERO
Bureau of Customs
OCOM Building, South Harbor, Gate 3,
Port Area, Manila

(agm/kml) In responding to this letter, please cite the following reference number: **L-1-0747-2018**

Subject: Vacancies two posts of Technical Officers Compliance and Facilitation Directorate (Compliance/Enforcement) at the WCO
From: "Brussels PE/PM External Mail" <brussels.pe@dfa.gov.ph>
Sent: 11/26/18 9:15:58 AM
To: "Brussels Philembassy" <brusselspe@gmail.com>;
Attachments: 18A230 E.pdf; Technical Officer Compliance November 2018.docx; Technical Officer Compliance IPR November 2018.docx; Conditions Service A3 2018.docx; Application Form DD and TO.doc

RECEIVED

26 -11- 2018

Philippine Embassy/Mission

Dear Chairperson,
Dear Vice-Chairpersons,
Dear Directors General,

Please find appended a letter of vacancies for two posts of Technical Officers in the Compliance and Facilitation Directorate (Compliance/Enforcement) at the Secretariat of the World Customs Organization (WCO).

The Job Descriptions, the Conditions of Service and the Application form are also appended herewith.

Yours sincerely,

Bernadette HENDRICKX
Secretary
World Customs Organization
Division of Administration and Personnel
Tel. : +32 2 209 94 32
Email : Bernadette.Hendrickx@wcoomd.org

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The Secretary General

18.A.230

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 November 2018.

Dear Director General,

I am writing to inform you that two posts of Technical Officers (Grade A3) will become vacant in the Compliance and Facilitation Directorate (Compliance/Enforcement) :

- (1) Technical Officer Compliance/Enforcement.
- (2) Technical Officer Compliance/Enforcement - Intellectual Property Rights (IPR).

The Job descriptions are at Annexes I and II.

The Conditions of service are at Annex III.

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 candidate(s) for these posts, I should be grateful if you would let me know **by 18 January 2019**, and return the attached Application Form completed by the candidate(s) by post or, preferably, by e-mail at : bernadette.hendrickx@wcoomd.org.

Yours sincerely,

Kunio Mikurlya.

JOB DESCRIPTION

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

Grade : **A3**

Ideal candidate

The ideal candidate for this position would be a senior enforcement practitioner who has had representational experience, is politically aware and astute, and who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related cross-border compliance activities.

The ideal candidate would also bring a strategic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO.

Main functions

Under the authority of the Director, Compliance and Facilitation :

- Manage the efficient day-to-day administration of programmes associated with enforcement in general, and especially in a variety of areas such as drugs and precursors, commercial fraud, money laundering and environmental crime.
- Draft policy and procedural documents and undertake studies and analyses on Customs legislation, and activities associated with international cross-border compliance and enforcement controls.
- Coordinate cross-border enforcement operations at international level agreed by Members.
- Prepare working documents and briefs for the Policy Commission and Council and draft documents for Chairpersons and on cross-Directorate matters associated with meetings of technical Committees, and/or prepare reports on those meetings.
- Design and deliver training and technical assistance in the area of Customs compliance and enforcement utilizing tools such as the Revised Kyoto Convention, SAFE Framework of Standards, the CEN computer network and other technical documents prepared by the WCO for the guidance of Members.
- Represent the WCO at meetings, with Customs administrations, other international and regional organizations and/or in intergovernmental organizations that have international cross-border compliance/enforcement interests and responsibilities.
- Develop productive working relationships with the private sector, other organizations with observer status at the WCO to ensure that stakeholders' needs are considered, where necessary, during the development of policy and procedures.
- Oversee and draft briefing notes, scripts for presentations/speeches given by the Secretary General and other senior Secretariat staff.

Annex I

- Develop materials for, and lecturing at, seminars and training courses supported by the WCO.
- 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.

Qualifications

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants should have a minimum of four years' experience as a senior investigator within a Customs administration or an international organization along with the ability to demonstrate extensive experience in cross-border-related law enforcement policy development and operations delivery.
- Applicants must be proficient in drafting documents 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 such as Spanish or Arabic (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 WCO's 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.

November 2018.

JOB DESCRIPTION

Post : **Technical Officer (Compliance/Enforcement - Intellectual Property Rights (IPR))**
 Compliance and Facilitation Directorate

Grade : **A3**

Main functions

Under the authority of the Director, Compliance and Facilitation :

- Participate in implementing the WCO Customs enforcement strategy, particularly as regards counterfeiting and piracy.
- Organize national and regional seminars, and Customs training events in Customs enforcement, particularly as regards counterfeiting and piracy.
- Assist with diagnostic studies of legislative and operational frameworks in place within WCO Member Customs administrations.
- Organize operations to intercept illicit products, particularly as regards counterfeiting and piracy.
- Represent the WCO in various Customs enforcement fora and meetings, particularly as regards counterfeiting and piracy.
- Prepare studies and analyses on Customs enforcement issues, particularly as regards counterfeiting and piracy.
- Contribute to the planning, organization and management of the Enforcement Committee, the Counterfeiting and Piracy (CAP) Group, and other enforcement-related meetings, including the preparation of pertinent working documents.
- Prepare presentations/speeches for the management.
- Prepare written articles for WCO publications and those of other international organizations.
- Liaise with Members, including in particular Customs Attachés based 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.

Annex II

Qualifications and skills

- University degree or equivalent professional qualifications.
- Experience in Customs Enforcement, particularly as regards counterfeiting and piracy.
- Experience in international co-operation in Customs matters, and engagement with other international organizations and private sector stakeholders.
- Good proficiency in drafting documents and speaking in French, and working knowledge of English. Knowledge of other languages such as Spanish or Arabic would be an advantage.
- Capacity to deliver training and technical assistance, in a variety of locations around the world.
- Good computer skills and knowledge of IT systems.
- Ability to work successfully in a multicultural environment.
- A positive attitude, self-motivation and initiative.

November 2018.

Annex III

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 € 6,601.06 to € 8,924.26 (11 steps).

In addition, where conditions are met, a Basic Family Allowance (BFA) and an expatriation allowance of 10 % of the basic salary calculated on the first step of the grade during the first five years, then reduced to zero over five years, will be paid. Dependants' and education allowances are available and there are sickness and life insurance schemes in place. Officials and their dependants are entitled to the reimbursement of home leave travel expenses (economy class) 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.

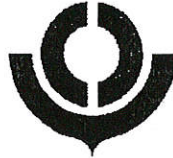
Duration of appointment

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

November 2018.

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

.....

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

[Signature]
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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 :	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

6. CANDIDATE'S VISION OF THE POST

Without exceeding the space provided, describe your vision of the post for which you are applying

A large rectangular area with a dotted grid pattern, intended for the candidate to write their response.

A large rectangular area containing a grid of horizontal dotted lines, intended for handwriting practice.

7. ADDITIONAL INFORMATION

Have you previously applied for employment with the WCO ?

Yes No

If yes, provide details :

.....

.....

.....

Have you lived abroad for any period(s) exceeding 3 months ?

Yes No

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.