



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

Copy
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16 October 2018

CUSTOMS MEMORANDUM CIRCULAR
NO. 205-2018

To: *All Customs Officials and Employees*

Subject: WCO Vacant Post/Technical Officer Grade A3

Attached is the Note Verbale No. 17382 issued by the Office of the United Nations and International Organizations, Department of Foreign Affairs (DFA) inviting applicants to the post of TECHNICAL OFFICER (GRADE A3) in the Tariff and Trade Affairs Directorate (Valuation), World Customs Organization.

Interested parties may file their application through the External Affairs Office on or before October 24, 2018.

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.


ISIDRO S LAPEÑA, PhD, CSEE
Commissioner *g* *TH*



OCT 17 2018



Pa
MASTER COPY

**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**

BUREAU OF CUSTOMS OFFICE OF THE COMMISSIONER	
RECEIVED	
SEP 28 2018 <i>Pa</i>	
BY: <i>Pa</i>	TIME: 2:28

Internal Admin Group
Received by: *VUKY SEXES*
Date: *9-01-18*
Time: *1:30*

389-121



17382

OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

19 September 2018

Sir:

Enclosed is a copy of a letter dated 11 September 2018 from the World Customs Organization (WCO) inviting applications for the post of Technical Officer (Grade A3) in the Tariff and Trade Affairs Directorate (Valuation). Supporting documents 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 **26 October 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-1-0542-2018**

Paul
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RECEIVED

11-09-2018

Philippine Embassy Mission



The Secretary General

18.A.162

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, 11 September 2018.

Dear Director General,

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

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 **26 October 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,

Kunko Mikuriya.



MASTER COPY

Annex I

JOB DESCRIPTION

Post : Technical Officer (Valuation)
Tariff and Trade Affairs Directorate

Grade : A3

Main functions

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

- preparation of working documents and draft reports for the Technical Committee on Customs Valuation, including drafting and development of the agenda and communication with Members;
- development and delivery of capacity building and technical assistance programmes related to the WTO Valuation Agreement, including technical training and diagnostic missions;
- research and resolve complex technical questions and challenges faced by Members to assist in the implementation and application of the WTO Valuation Agreement;
- represent the Secretariat on valuation-related matters at meetings with governmental and international non-governmental organizations and the private sector;
- represent the Valuation Sub-Directorate on cross-cutting policy issues as appropriate.

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 I

Qualifications

- A university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- The candidate will be expected to have comprehensive knowledge of the WTO Valuation Agreement and the functioning of the WTO and the WCO Valuation Committees, and a strong working background in the administration of valuation at national and international levels.
- 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 should have the background and experience to be able to work independently, under minimum supervision, and also participate as a strong team member.
- The candidate should have a good knowledge of computer applications.

September 2018.

Annex II

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.

September 2018.

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 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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Telephones 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	

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 horizontal dotted lines for writing.]

A large rectangular area with a dotted grid pattern, likely a placeholder for a drawing or diagram. The grid consists of small, evenly spaced dots forming a rectangular shape. The grid is empty, with no lines or text drawn on it.

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.

Internal Admin Group
Received by: [Signature]
Date: 10/29/18
Time: 10:35



MASTER COPY

DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BUREAU OF CUSTOMS
OFFICE OF THE COMMISSIONER
RECEIVED
OCT 05 2018
BY: [Signature] TIME: 11:45

Bureau of Customs
Office of the Commissioner
Incoming Document No.
18-21011

OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

17953

27 September 2018

Sir:

Enclosed is a copy of a letter dated 20 September 2018 from the World Customs Organization (WCO) inviting nominations for two temporary posts which will be funded from the WCO reserves, to assist in carrying out the Review of the Revised Kyoto Convention (RKC).

The candidate must have an excellent knowledge of the RKC and Customs procedures including automated procedures and the use of automation in Customs and fluent in English or French. The contract offered to the successful candidate will include the provision of a salary equivalent to a Technical Officer (Grade A3 step 1) and the WCO medical insurance scheme.

Should BOC decide to nominate a candidate to the post, kindly submit the duly accomplished application form to the WCO Secretariat on or before **19 October 2018**.

Very truly yours,
For the Secretary of Foreign Affairs:

[Signature]
ROBERTO G. MANALO
Acting Head of Office

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-1-0584-2018**



The Deputy Secretary General

18.A.173

RECEIVED

By Brussels PE/PM at 4:07 pm, Sep 14, 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, 14 September 2018.

Dear Director General,

As you will be aware, the review of the Revised Kyoto Convention (RKC) was discussed at both the recent Policy Commission and Council sessions held in Brussels during the week of 25 to 30 June 2018. The Council agreed with the recommendation of the Policy Commission that such a review, expected to last in the region of three years, should be carried out.

It is important that the review is carried out by experienced staff with a good knowledge of the existing RKC and the requirements necessary to bring the Convention in line with modern Trade and Customs procedures and practice.

I am writing to you to invite nominations for two temporary posts, funded from WCO Reserves, to assist in carrying out the Review of the RKC. The candidate must have an excellent knowledge of the RKC and Customs procedures including automated procedures and the use of automation in Customs.

The contract offered to the successful candidate will include a salary equivalent to that of a Technical Officer (Grade A3 step1). The person appointed will be included in the WCO medical insurance scheme. However, no other allowances will apply. The successful candidate will be assisted with a visa application.

The candidate should be fluent in either English or French, with a good knowledge of the other language.

Should you wish to propose a candidate for these posts, then kindly inform me by **Friday 19 October 2018** and return the attached application form duly completed by the candidate.

Yours sincerely,

Ricardo Treviño Chapa.

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 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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Mother tongue :			
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French			
Spanish			
Other (1)			
Other (2)			

IT skills
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Publication(s)
Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)
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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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FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS <i>Address, telephone number, e-mail</i>

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.

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(Date)

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(Candidate's signature)

The World Customs Organization is an equal opportunities employer.