




IA G Memo No. 08-2021

**MASTER COPY**  
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## MEMORANDUM

**TO :** ALL BOC OFFICIALS AND EMPLOYEES

**FROM :**   
**DONATO B. SAN JUAN**  
Deputy Commissioner  
Internal Administration Group

**SUBJECT :** Call for Applications to the World Customs Organization (WCO) Vacant Post of Technical Officer

**DATE :** February 22, 2021

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1. The World Customs Organization (WCO) announced the vacancy post of Technical Officer under the Compliance and Facilitation Directorate.
  2. Attached is the Application Form with the Job Description and Conditions of Service of Technical Officer. (*Annex "A"*)
  3. In this regard, all BOC personnel who are interested to apply for the said position shall submit to the HRMD their applications, in compliance with the attached documents, not later than February 26, 2021
  4. For information.





World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / info@wcoomd.org  
Bank account: IBAN BE38 2100 4751 2672

3 February 2021 / Brussels  
21A21E

Dear Director General,

I am writing to inform you that a post of Technical Officer (Grade A3) will be vacant in the Compliance and Facilitation Directorate :

- Technical Officer (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 1 March 2021**, 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,

A handwritten signature in black ink, appearing to read 'Kunio Mikuriya'.

Kunio Mikuriya  
WCO Secretary General

**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 the Revised Kyoto Convention, the E-Commerce Framework of Standards and with WCO Guidelines on Transit and Natural Disaster Response would be an advantage. Experience in organizing and conducting conferences, workshops and delivering capacity building would be beneficial. 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, which are prepared by the WCO for Members' guidance.
- Prepare working documents and briefings for Chairpersons and the Director for assigned meetings 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.
- Write briefing notes, presentations and speeches to be given by the Secretary General and other senior Secretariat staff (previous experience of drafting briefing notes and presentations at Ministerial/Director General level would be advantageous).

Annex I

- 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 excellent 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.

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**February 2021.**

**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 € 6,834.10 to € 9,239.35 (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 € 7,865; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 123,180.

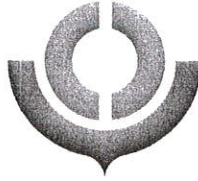
**Duration of appointment**

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

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**February 2021.**

**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**

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

**Telephone number(s)**

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

**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)**

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

**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)**

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

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**

<b>Present post</b>	
Since : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... .....	..... ..... .....

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... .....	..... ..... .....

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... .....	..... ..... .....

Previous post	
From : .....	<b>Description of your duties</b>
To : .....	
Exact title of your post : ..... .....	
Name and contact details of your employer ..... .....	..... ..... ..... ..... ..... .....

Previous post	
From : .....	<b>Description of your duties</b>
To : .....	
Exact title of your post : ..... .....	
Name and contact details of your employer ..... .....	..... ..... ..... ..... ..... .....

Previous post	
From : .....	<b>Description of your duties</b>
To : .....	
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 :  
.....  
.....  
.....  
.....

**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.*



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

**MASTER COPY**

18 February 2021

**CUSTOMS SPECIAL ORDER**  
NO. 27-2021

**SUBJECT: ASEAN CUSTOMS ENFORCEMENT AND COMPLIANCE  
WORKING GROUP (CECWG) LIAISON OFFICERS AND  
AIRPORT CONTACT POINTS**

In the interest of the service, the following Customs officials and personnel are hereby designated as the Philippines' Liaison Officers of the Regional Intelligence Liaison Offices (RILOs), Custom Enforcement Liaison Office (CELO) and Airport Contact Points under the purview of the ASEAN Customs Enforcement and Compliance Working Group (CECWG);

1. <b>ATTY. TEDDY SANDY S. RAVAL</b>	Deputy Commissioner, EG
2. <b>ATTY. MARIETTA D. ZAMORANOS</b>	Head, External Affairs Office
3. <b>ENGR. PAUL O. DITONA</b>	Chief, EPCD, ESS, EG
4. <b>SPAS ATTY. GILBERT F. ORDOÑA</b>	ESS, EG

As such, the said Customs officials and personnel are directed to participate in all the activities and comply with the requirements and deliverables while submitting reports to the Bureau.

This order shall take effect immediately and shall last until revoked.

**REY LEONARDO B GUERRERO**

Commissioner

FEB 23 2021



BOC-03-08754

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph