



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

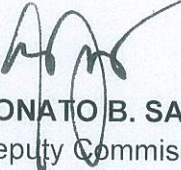
ACCOUNTABILITY

MEMORANDUM

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IA G Memo No. 32-2021

TO : ALL BOC OFFICIALS AND EMPLOYEES

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

SUBJECT : **World Customs Organization (WCO) Vacancy of the Post of Technical Officer (Grade A3)**

DATE : September 29, 2021

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1. The World Customs Organization (WCO) announced on September 21, 2021 the vacancy of the post of Technical Officer (Grade A3) in the WCO Capacity Building Directorate.
 2. In connection to this, attached is the prescribed Application Form for the abovementioned vacant post together with its Job Description and Conditions of Service. (*Annex "A"*)
 3. In this regard, all qualified BOC officials and employees, who are interested to apply for the said position, shall submit their accomplished Application Form to this Human Resource Management Division (HRMD) **not later than October 06, 2021** and a soft copy to the hrmd@customs.gov.ph with the subject line: *Application Form for WCO Technical Officer (Grade A3) post.*
 4. For information.

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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.

2. CONTACT DETAILS

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

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)
.....
.....
.....
.....

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 :

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Honour(s)

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Sanction(s)

Indicate any conviction, administrative sanction or pending case

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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 :	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 containing horizontal dotted lines for writing.

A large rectangular area containing horizontal dotted lines, intended for handwritten notes or a detailed report.

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.

JOB DESCRIPTION

Post : **Technical Officer**
 Capacity Building Directorate

Grade : **A3**

Main functions

A variety of functions are to be performed in the areas of capacity building, reform and modernization, training, technical assistance and integrity development. The person appointed will be assigned primary responsibility for one or more of these functions but will be required to contribute to the others. The functions include :

- Act as a "Regional Development Manager" for one of the regions of the WCO by closely co-operating with the Members of the region, the Regional Office for Capacity Building and the Regional Training Centres and other regional stakeholders in the area of capacity building.
- Provide capacity building support and advice to Members in various areas of organizational development.
- Co-ordinate and manage regional development initiatives and provide support to WCO capacity building regional structures (ROCB and RTC).
- Develop and maintain WCO Customs capacity building instruments and tools (WCO Project Map Database, Accredited Customs Experts' Database, Diagnostic Framework, Development Compendium, etc.).
- Support the exchange of experience, case studies and practices on Customs capacity building initiatives in the region and between the regions, the WCO Secretariat and other regions and Members.
- Manage projects and working groups to identify and set standards and best practices for Customs capacity building reform and modernization programmes.
- Write capacity building policy papers, especially for the WCO Policy Commission and capacity building meetings.
- Develop initiatives, research and strategies to promote capacity building in the Customs administrations of developing and least developed countries.
- Respond to internal and external inquiries related to WCO capacity building programmes on Customs development.
- Draft documents and reports for various meetings at the WCO and for management.
- Represent the WCO at meetings and other fora.
- The person appointed shall also perform such other duties as may be required, and may be subject to reassignment within the WCO Secretariat.

Annex I

Essential qualifications

Candidates must clearly demonstrate in their application how they meet the following requirements :

- University degree **or** equivalent combination of professional experience, skills and knowledge relevant to the position.
- Demonstrated working experience in Customs management, in particular in project management in the area of international development.
- Demonstrated experience in some or all of the following : providing advice to senior management; preparing proposals/documents; facilitate events/discussions.
- Strong interpersonal skills.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language, particularly Arabic, Russian or Spanish (written and spoken), would be advantageous.

Additional assets

- An ability to prepare functional user requirements for IT solutions would be advantageous.

September 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 € 6,984.45 to € 9,442.60 (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 € 7,025; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 125,890.

Duration of appointment

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

September 2021.