

2016-02-002



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

January 29, 2016

**MEMORANDUM to –**

**All Customs Officials and Employees**

Attached is the letter dated January 26, 2016 of Mr. Kunio Mikuriya, Secretary General, World Customs Organization, announcing the vacant post, hereunder mentioned:

Deputy Director (Grade A5)  
Compliance and Facilitation Directorate  
(Facilitation / Procedures)

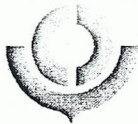
Interested parties may file their application thru the Office of the undersigned, attention the External Affairs Committee Secretariat.

For your information.

  
**ALBERTO D. LINA**  
Commissioner



FEB 01 2016



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

The Secretary General

16.A.16

Brussels, 26 January 2016.

Dear Director General,

I am writing to inform you that one post will become vacant :

Deputy Director (Grade A5) in the Compliance and Facilitation Directorate  
(Facilitation/Procedures).

The Job description is at Annex I.

Conditions of service are at Annex II.

If you wish to nominate a candidate for this post, I should be grateful if you would let me know **by 4 March 2016**, 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,

Kunio Mikuriya.

**JOB DESCRIPTION**

**Post** : Deputy Director (Facilitation/Procedures)  
Compliance and Facilitation Directorate

**Grade** : A5

**Main functions**

Under general guidance of the Director, Compliance and Facilitation, the Deputy Director deals with all aspects of Customs procedures and facilitation, i.e. Revised Kyoto Convention (RKC), SAFE Framework of Standards, WTO Trade Facilitation Agreement, WCO Mercator Programme, Coordinated Border Management, etc.; Customs IT Solutions, WCO Data Model, Single Window Concept, Time Release Study, Customs support in natural disaster relief, etc.; relevant Committees and Working Groups, i.e. Permanent Technical Committee, SAFE Working Group, TFA Working Group, RKC Management Committee, Information Management Sub-Committee, Working Group on the Future of Customs, etc.; events, i.e. IT Conference, etc.; and related maintenance and further development of WCO standards, tools and instruments as well as related Technical Assistance and Capacity Building. Responsibilities for WCO relationships with other international organizations and partners in the area of trade facilitation, include cooperation with the WTO, World Bank and other development partners, UNCTAD, ICAO, IMO, OECD, OSCE, UPU, UN/ECE, UNOCHA, IATA, IRU, GEA, ICC and the WCO Private Sector Consultative Group.

The Deputy Director supervises the staff assigned to this Sub-Directorate and monitors and controls their work against set priorities and timelines.

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**

- University education or equivalent background.
- Extensive managerial experience, preferably in a Customs administration or in a Customs and trade context.
- Extensive experience with computerization of Customs procedures.
- Comprehensive knowledge of Customs laws and regulations.
- Proven capacity, either in the headquarters of a national administration or in an international organization, to assume responsibilities equivalent to those carried by the post offered.
- Background and experience to be able to manage and direct the detailed studies and projects entailed by the work for which he/she will be responsible.
- Personal qualities such as to ensure the establishment and maintenance of good relations with national and international stakeholders.
- Proficiency in speaking and drafting in one of the official languages of the Organization (English or French) and a good working knowledge of the other. Additional knowledge of other languages may be an asset.
- Good inter-personal skills with the ability to work successfully in a multi-national environment.
- Demonstrated effective communications and public relations skills.
- Experience in using office word processing and information technology.

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January 2016.

2016-02-0021 p.5

## CONDITIONS OF SERVICE

Grade : A5

(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 A5 monthly salary scale is € 8,257.84 to € 11,146.59 (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 € 9,100; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 157,000.

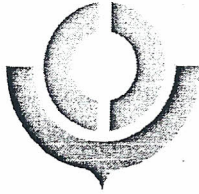
### Duration of appointment

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

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January 2016.

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.

**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*

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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 : .....

	<b>Read</b> <i>Very well, Well, Fairly well</i>	<b>Write</b> <i>Very well, Well, Fairly well</i>	<b>Speak</b> <i>Very well, Well, Fairly well</i>
<b>English</b>			
<b>French</b>			
<b>Spanish</b>			
<b>Other (1)</b>			
<b>Other (2)</b>			

**IT skills**

*List the word-processing and other software with which you are familiar*

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



A large rectangular area containing numerous horizontal dotted lines, typical of a ledger or a form for recording data.

**7. ADDITIONAL INFORMATION**

<b>Have you previously applied for employment with the WCO ?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details : ..... ..... ..... .....

<b>Have you lived abroad for any period(s) exceeding 3 months ?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details : ..... ..... ..... .....

<b>Special aptitudes or interests</b> ..... ..... ..... .....
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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> Address, telephone number, e-mail

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.*



ma.Victoria obeda <mavictoriaobeda.customs.ph@gmail.com>

1702-0510  
M. Obeda  
11:27 AM  
2/28/2016

**Fw: Vacancy of a Deputy Director in the Compliance and Facilitation Directorate (Facilitation/Procedures) at the World Customs Organization (WCO)**

1 message

**Andria E. Frago** <andriafrago@yahoo.com>  
Reply-To: "Andria E. Frago" <andriafrago@yahoo.com>  
To: "ma.Victoria Obeda" <mavictoriaobeda.customs.ph@gmail.com>

Wed, Jan 27, 2016 at 8:27 AM

Karen,  
pls endorse to our  
HR. thanks.  
Andria

incoming

On Tuesday, January 26, 2016 6:01 PM, Bernadette Hendrickx <Bernadette.Hendrickx@wcoomd.org> wrote:

Dear Vice-Chairpersons,  
Dear Directors General,

Please find appended a letter of vacancy for a post of Deputy Director in the Compliance and Facilitation Directorate (Facilitation/Procedures), within the Secretariat of the World Customs Organization (WCO).

The Job description, the Conditions of service together with 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  
Fax : +32 2 209 95 00  
Email : [Bernadette.Hendrickx@wcoomd.org](mailto:Bernadette.Hendrickx@wcoomd.org)

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**4 attachments**

 **16A16 E.pdf**  
60K

 **DD Facilitation January 2016.doc**  
32K

 **Conditions Service A5 2016.docx**  
20K

 **Application Form DD and TO.doc**  
1618K