



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MASTER COPY

July 11, 2018

CUSTOMS MEMORANDUM CIRCULAR

NO. 132-2018

To: All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned




Subject: DFA Announces Job Opening at the WCO

Attached is a copy of the Note Verbale No. 11539 of the Department of Foreign Affairs (DFA) inviting applicants to the post of Technical Officer (Grade A3) in the Tariff and Trade Affairs Directorate, World Customs Organization.

Applications may be submitted to the External Affairs Office not later than July 20, 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.



Bureau of Customs
ISIDRO S LAPEÑA
Commissioner
18-11575
ISIDRO S LAPEÑA, PhD, CSEE
Commissioner
JUL 12 2018 



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

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Office of the Commissioner
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11539

OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS

26 June 2018

Sir:

Enclosed is a copy of a letter dated 20 June 2018 from the World Customs Organization (WCO) inviting applications for the post of Technical Officer (Grade A3) in the Tariff and Trade Affairs Directorate. 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 **27 July 2018**. Kindly note that WCO requested to only nominate one (1) candidate.

Very truly yours,
For the Secretary of Foreign Affairs:

Noralyn Jubaira Baji
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-1-0355-2018

20 -06- 2018

Philippine Embassy/Mission

Subject: Vacancy Technical Officer in the WCO Tariff and Trade Affairs Directorate (Nomenclature)

From: "Bernadette Hendrickx" <Bernadette.Hendrickx@wcoomd.org>

Sent: 6/20/18 8:21:00 AM

To: "URUGUAY (enrique.canon@aduanas.gub.uy)" <enrique.canon@aduanas.gub.uy>; "URUGUAY (martin.pagani@mrree.gub.uy)" <martin.pagani@mrree.gub.uy>; "URUGUAY (leonardo.trentini@aduanas.gub.uy)" <leonardo.trentini@aduanas.gub.uy>; "URUGUAY (urubelgica@mrree.gub.uy)" <urubelgica@mrree.gub.uy>; "URUGUAY (secdireccion@aduanas.gub.uy)" <secdireccion@aduanas.gub.uy>; "BAHRAIN (waleedajoor@customs.gov.bh)" <waleedajoor@customs.gov.bh>; "CHILE (fvillarroel@aduana.cl)" <fvillarroel@aduana.cl>; "CHILE (jfierro@direcon.gob.cl)" <jfierro@direcon.gob.cl>; "CHILE (pchamorro@aduana.cl)" <pchamorro@aduana.cl>; "FIJI (ceo@frca.org.fj)" <ceo@frca.org.fj>; "FIJI (tlui@frca.org.fj)" <tlui@frca.org.fj>; "FIJI (vicechair.wcoap@frca.org.fj)" <vicechair.wcoap@frca.org.fj>; "RUSSIE (FEDERATION DE) (SigachevSSe@ca.customs.ru)" <SigachevSSe@ca.customs.ru>; "Vladimir Ivin" <ivin.customs@mail.ru>; "RUSSIE (FEDERATION DE) (NikitinMV@ca.customs.ru)" <NikitinMV@ca.customs.ru>; "RUSSIE (FEDERATION DE) (subochev.customs@mail.ru)" <subochev.customs@mail.ru>; "RUSSIE (FEDERATION DE) (ScherbakovVS@ca.customs.ru)" <ScherbakovVS@ca.customs.ru>; "UGANDA (skisuze@ura.go.ug)" <skisuze@ura.go.ug>; "UGANDA (jbarungi@ura.go.ug)" <jbarungi@ura.go.ug>; "UGANDA (dkateshumbwa@ura.go.ug)" <dkateshumbwa@ura.go.ug>; "AFGHANISTAN (reshad.popal@mof.gov.af)" <reshad.popal@mof.gov.af>; "AFGHANISTAN (customs_coordination@gmail.com)" <customs_coordination@yahoo.com>; "AFGHANISTAN (zahid.jelani@mof.gov.af)" <zahid.jelani@mof.gov.af>; "ALBANIA (e_hitaj@dogana.gov.al)" <e_hitaj@dogana.gov.al>; "ALBANIA (e_bicolli@dogana.gov.al)" <e_bicolli@dogana.gov.al>; "ANGOLA (na.aima.coelho@gmail.com)" <na.aima.coelho@gmail.com>; "ANGOLA (ernestinafilipe@yahoo.com.br)" <ernestinafilipe@yahoo.com.br>; "ANTIGUA AND BARBUDA (raju.boddu@ab.gov.ag)" <raju.boddu@ab.gov.ag>; "ARGENTINA (dga-internacionales@afip.gob.ar)" <dga-internacionales@afip.gob.ar>; "ARGENTINA (apacheco@afip.gob.ar)" <apacheco@afip.gob.ar>;



(george.edwards@fco.gsi.gov.uk)" <george.edwards@fco.gsi.gov.uk>;
"UNITED STATES (Christina.a.bell@cbp.dhs.gov)"
<Christina.a.bell@cbp.dhs.gov>; "UNITED STATES
(SEAN.M.OROURKE@CBP.DHS.GOV)"
<SEAN.M.OROURKE@cbp.dhs.gov>; "UZBEKISTAN
(economy@uzbekistan.be)" <economy@uzbekistan.be>; "VENEZUELA
(embve.bebres@mppre.gob.ve)" <embve.bebres@mppre.gob.ve>;
"VIETNAM (nhatrang.vncustoms@gmail.com)"
<nhatrang.vncustoms@gmail.com>; "YEMEN (mofa@yemen-
embassy.be)" <mofa@yemen-embassy.be>; "ZAMBIA (info@zebru.org)"
<info@zebru.org>; "ZAMBIA (gov@zebru.org)" <gov@zebru.org>; "Ray
McDonagh" <Ray.McDonagh@wcoomd.org>; "Alan Harrison"
<Alan.HARRISON@wcoomd.org>; "Ping Liu" <Ping.Liu@wcoomd.org>;
"Gael GROOBY" <Gael.GROOBY@wcoomd.org>; "Isabelle Duez"
<Isabelle.DUEZ@wcoomd.org>;

Attachments: 18A103 E.pdf; Technical Officer Nomenclature June 2018.docx; Conditions
Service A3 2018.docx; Application Form DD and TO.doc

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

Please find appended a letter of vacancy for a post of Technical Officer In the Tariff and Trade
Affairs Directorate (Nomenclature) at the Secretariat of the World Customs Organization (WCO).

The Job Description, 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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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

18.A.103

Brussels, 20 June 2018.

Dear Director General,

I am inviting further applications for the post of Technical Officer (Grade A3) in the Tariff and Trade Affairs Directorate. The number of responses to my initial request (letter No. 18.A.53 of 16 March 2018) has been lower than usual, hence my request for additional applications. Those candidates who have already submitted applications for this post do not need to re-submit applications, as they will be considered as part of the process.

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 27 July 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,

Kunio Mikuriya.

Annex I

JOB DESCRIPTION

Post : **Technical Officer (Nomenclature)**
 Tariff and Trade Affairs Directorate

Grade : **A3**

Main functions

As an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System and an emphasis on Chapters 84, 85 and 90, the incumbent will be expected to carry out the following duties :

- Advise on policy issues and complex technical matters relating to the Harmonized System and classification, including the preparation of documents on such matters.
- Research and study questions under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Assist in amending and updating the Harmonized System, the Explanatory Notes, the Compendium of Classification Decisions, the HS Commodity Database and the Alphabetical Index.
- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and Council and assist with preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- Draft articles for WCO publications and those of other international organizations.
- Act as rapporteur in meetings of WCO Committees, etc.

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

- Applicants for this position must have a university degree or equivalent professional qualification, comprehensive knowledge of the Harmonized System and at least five years' experience of practical issues relating to Nomenclature matters at the national and/or at international level within their Customs administration.
 - Applicants must have in-depth knowledge and experience in Chapters 84, 85 and 90 of the Harmonized System.
 - Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (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 official languages.
 - Information technology (IT) literate.
 - The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.
-

June 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.

June 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

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

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 : 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 | |

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.

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.