



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

Handwritten initials
MASTER COPY

03 February 2020

CUSTOMS MEMORANDUM CIRCULAR
NO. 41-2020

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

SUBJECT: WCO-Japan Development Programme 2020/2021

Attached is the copy of the Letter from the Office of the United Nations and International Organizations with attached letter of invitation from The Secretary General of World Customs Organization (WCO) on WCO-Japan Career Development Program 2020/2021, dated December 12, 2019. The WCO is inviting its member agencies to nominate not more than three (3) candidates to participate in WCO-Japan Career Development Programme 2020/2021, to be held for approximately ten months from September 2020 at the WCO Headquarters.

Interested applicants may contact the ITDD at the 2nd floor, ESS Building Port Area, South Harbor Manila.

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.

REY LEONARDO B. GUERRERO

Commissioner

FEB 10 2020



BOC-03-04575

WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANESEstablished in 1952 as the Customs Co-operation Council
Créée en 1952 sous le nom de Conseil de coopération douanière

The Secretary General

19SL0268E

RECEIVED

11-13-2019

Philippine Embassy/Mission

Brussels, 12 December 2019.

Dear Director General,

I am pleased to inform you of the **WCO-Japan Career Development Programme 2020/2021**, to be held from September 2020 at the WCO Headquarters. Funds for this Programme will be provided by the Japanese Customs Administration.

The objectives of the Programme are to promote the involvement of Members where neither of the two official WCO languages is widely spoken; to provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience; to develop and enhance networks among WCO Members and the Secretariat; to support and assist the Secretariat in its missions, work and tasks; to enhance the research function of the WCO; and to develop a pool of highly competent officials with expertise in Member administrations.

Under this Programme, the selected Customs officials will be given an opportunity to spend **approximately ten months from September 2020** at the WCO Secretariat and thus gain valuable international experience. Each official will be assigned to an area of work which is commensurate with his/her skills. More detailed information on the Programme, including the conditions of service, is set out in Annex I.

If you wish to nominate a candidate for this Programme, please return the attached nomination form (Annex II) and application form (Annex III) duly completed by your Administration and the candidate respectively, to the Office of the Secretary General by email (careerdevpro@wcoomd.org) **by Monday 9 March 2020**. Please note that applications received after the deadline will not be considered.

Along with the application documents, it is also required that each Administration nominating one or more candidates sends a formal letter on behalf of the Head of Administration addressed to the WCO Secretary General where the names and the positions of the nominees are stated. It should be noted that **Administrations are expected to nominate no more than three candidates**.

If you have any questions or need clarification regarding this Programme, you may contact Mr. Shingo Matsuda, the Manager of the Programme or Ms. Varduhi Tovmasyan, Coordinator of the Programme, by phone (numbers +32 2 209 96 45 and +32 2 209 9622 respectively) or by fax: +32 2 209 94 99 and e-mail: careerdevpro@wcoomd.org.

WCO/JAPAN CAREER DEVELOPMENT PROGRAMME**I. Objectives**

This is a programme which aims to:

- provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience;
- promote the involvement of Members where neither of the two official WCO languages is widely spoken;
- develop and enhance networks among WCO Members and the Secretariat;
- support and assist the Secretariat in its missions, work and tasks;
- enhance the research function of the WCO;
- develop a pool of highly competent experts/managers with international experience

II. Sponsorship: Customs Administration of Japan**III. Programme at a glance:**

(a) Programme

Up to 10 Professional Associates for a ten-month programme (starting in September 2020)

(b) Venue

WCO Headquarters, Brussels, Belgium

(c) Field Study

Donor country (Japan) for a field study trip (approximately 7 working days)

(d) Supervision

Office of Secretary General (External Relations)

(e) Office and Directorate of Assignment

Determined in cooperation with Directorates, depending on participant's professional experience

IV. Application and selection:

(f) Composition of Professional Associates

Category I - Selection by languages (free choice of topic)

Up to 4 Professional Associates from Members where neither of the two official WCO languages (English / French) is widely spoken.

Languages on which selection will be based are:

Arabic

Portuguese

Russian

Spanish

Category II - Selection by topics

Up to 6 Professional Associates, who have expertise and are working in a specific area.

(i) Intellectual Property Rights (IPR) or Risk Management

(ii) Customs issues, the candidate should specify a particular area of his/her expertise

(g) Eligibility, requirements, condition of candidacy

Requirements

Applicants should:

- be a customs officer of a developing-country Member administration which has active status at the WCO;
- be chosen and nominated by the Head of their home Customs Administration;
- have a minimum of 3 years' experience in Customs;
- have a university degree or equivalent professional qualification;
- be proficient in English and/or French; and
- free from any medical condition that would impair his/her full participation in the Programme.

Recommended

Applicants should ideally:

- have work experience in policy making, policy implementation and/or research and study;
- have work experience in an international environment, in particular regarding WCO matters (e.g. participation to WCO committees, activities as WCO accredited expert);
- have working knowledge of computer applications; and
- be younger than 45 years of age.

(h) Other factors for selection

Preference will be given to applicants supported or recommended by a community or multiple Members using a common language.

Preference will be given to applicants with language qualification/profession attested by work experience or certificates.

Applicants will be evaluated based on their academic record and intellectual distinction, personal qualities, motivation, evidence of leadership, management potential and career growth, and work experience.

V. Main tasks and responsibilities

(i) Assist and support programmes

Professional Associates will assist and support the tasks and projects of the Secretariat, primarily in the Directorate to which they are assigned. In addition, Professional Associates will be expected to provide support for linguistic matters.

(j) Research and study project

Professional Associates are expected to undertake research on a theme set by the WCO or by the Professional Associate himself/herself or a special project, in cooperation with a tutor from a designated Directorate and under the supervision of the Office of the Secretary General (External Relations Officer). The tutor will be designated in

accordance with the research topic. The Professional Associates shall submit a final report to the Office of the Secretary General before the end of the Programme.

(k) Field study

A field study is an essential part of the Programme, which enables Professional Associates to conduct and enhance their research and study. Financial support will be granted for a mission to the donor country (Japan). Support may also be granted for a mission to another country. The cost of travel (economy class ticket), accommodation and meals will be borne by the sponsor.

VI. Duties, obligations and privileges

(l) Status: Professional Associate

(m) Recruitment, terms of appointment, advancement and promotion

- Fixed term for ten months

Note: The renewal or extension of the term may be considered only in exceptional cases.

- Advancement and promotion cannot be considered.

(n) Allowances and benefits

- Allowance: around 4,000 euro per month

Note : Benefits and allowances such as household allowance, expatriation allowance, dependant's allowance, terminal allowance, advances, loans, etc. are not granted.

- All Professional Associates will be required to pay a medical insurance premium for emergency treatment (around 150 euro per month). This medical insurance covers the Professional Associates only.

(o) Travel when taking up duty and leaving

- Economy class return tickets
- Installation allowance (half of one month's salary)

(p) Working conditions and leave

- The WCO Staff Manual (provisions of Chapter VII) is applicable for working hours and public holidays.
- Professional Associates will have 15 days of annual leave.

(q) Accommodation

- All Professional Associates will be required to stay in the same residence arranged by the WCO.

Note: Changing from the apartment reserved by the WCO will not be allowed.

- The monthly rental fee is around 1,500 euro, including a utility fee payable by the Professional Associate.

VII. Other

This programme is designed as a non-family posting and is of a short duration.

That being the case, the WCO will provide assistance with visa requirements solely for the Professional Associate himself/herself.