

**MEMORANDUM**

FOR : **ALL BOC OFFICIALS AND EMPLOYEES**

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

SUBJECT : **Vacancy Post of Technical Officer, World Customs Organization, Tariff and Trade Affairs Directorate**

DATE : February 09, 2022

1. The World Customs Organization (WCO) announced on January 26, 2022 the vacancy of the post of Technical Officer (Nomenclature) under the WCO Tariff and Trade Affairs 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 aforementioned position, shall submit their accomplished Application Form to the Human Resource Management Division (HRMD) **not later than February 18, 2022** and a soft copy to the hrmd@customs.gov.ph with the subject line: *Application Form for WCO Technical Officer (Nomenclature) post.*
4. For information.

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, 87 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; in particular tariff classification, at the national and/or international level within their Customs administration.
- Applicants must have in-depth knowledge and experience in Chapters 84, 85, 87 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 the other WCO's official language and/or of another major international 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 WCO's official languages.
- Information technology (IT) literate.
- The candidate must have good interpersonal skills, be prepared to work in a team in an international environment and be able to respond flexibly to changes in priorities and requests for work and meet deadlines.

January 2022.

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.

January 2022.

APPLICATION FOR THE POST OF
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WITHIN THE WORLD CUSTOMS ORGANIZATION¹



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

Family name <i>(in block capitals)</i>	
First name(s) <i>(in block capitals)</i>	
Date of birth	Place of birth
Present nationality ²	Nationality at birth

2. CONTACT DETAILS

Postal address

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Telephone number(s)

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¹ Application to be typed, and to be made available in electronic format.
² 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.

E-mail address(es)
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3. PERSONAL DETAILS

Honour(s)
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Sanction(s)
<i>Indicate any conviction, administrative sanction or pending case</i>
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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
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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			
Other (1)			
Other (2)			
Other (3)			

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

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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.

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(Date)

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(Candidate's signature)

The World Customs Organization is an equal opportunities employer.