




MEMORANDUM

MASTER COPY
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FOR : ALL BOC OFFICIALS AND EMPLOYEES

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

SUBJECT : Vacancy Post of Technical Attache, World Customs Organization, Research and Policy Unit – Office of the Secretary General

DATE : October 14, 2021

1. The World Customs Organization (WCO) announced on October 05, 2021 the vacancy of the post of Technical Attache under the WCO Research and Policy Unit - Office of the Secretary General.
2. In connection to this, attached is the prescribed Application Form for the abovementioned vacant post together with its Job Description and Status of Technical Attaches. (*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 the Human Resource Management Division (HRMD) **not later than October 22, 2021** and a soft copy to the hcmd@customs.gov.ph with the subject line: *Application Form for WCO Technical Attache post.*
4. For information.

APPLICATION FOR THE POST OF
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WITHIN THE WORLD CUSTOMS ORGANIZATION



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 nationality¹	Nationality at birth

2. CONTACT DETAILS

Postal address

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.....
.....

Telephone number(s)

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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.

E-mail address(es)

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3. PERSONAL DETAILS

Honour(s)

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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
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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

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 for writing.

A large rectangular area containing numerous horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the page, providing a guide for handwriting practice.

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.

STATUS OF TECHNICAL ATTACHES

1. In addition to the officials on the Secretariat staff, the WCO has recourse to the services of Technical Attachés.
2. Many countries express a keen interest in assigning officials to the WCO Secretariat to gain experience in WCO matters and international activities in general.
3. Under the terms of this specific recruitment of Technical Attachés, national officials are attached to the Secretariat for a tour of duty financed entirely by their home administration. These officials are posted to the WCO by their home administration and retain their national salary, retirement benefits, etc. The WCO provides furnished office accommodation and the assistance of support staff, and pays for missions carried out as part of the Attachés' work.
4. For reasons of efficiency and effectiveness, the length of the posting, agreed jointly with the home administration, should in principle not be less than three years. This period may subsequently be extended, subject to satisfactory performance and positive results. Unsatisfactory performance by a Technical Attaché during the period of posting will lead to termination of the posting.
5. The essential qualifications for Technical Attachés are :
 - established Customs or related experience in one or more areas of WCO activity as contained in the Strategic Plan;
 - good spoken and written knowledge of one of the two official languages of the WCO (English or French).
6. The Secretary General will inform the Members at least once a year of those Customs fields where the Secretariat has a special need for Technical Attachés, and Members will be invited to submit nominations of highly qualified experts in those fields. Selection is at the direction and discretion of the Secretary General, assisted by the Administration Committee which assesses the candidate's suitability for the position. This Committee assesses the candidate's knowledge, skills, experience, personal attributes and overall potential for assuming the responsibilities attached to the position of Technical Attaché.
7. During their period of posting, Technical Attachés work solely on behalf of the WCO under the instructions of their line managers. They do not report to, or receive instructions from, their home administration regarding the content of their work. They are, moreover, subject to the same rules of discretion and intellectual property as the WCO's permanent or fixed-term staff. The field of their work is the same as that of Grade A3 Technical Officers.

JOB DESCRIPTION

Post : **Technical Attaché**
 Research and Policy Unit (Office of the Secretary General)

The Office of the Secretary General is responsible for supporting the Secretary General in implementing his mandate. Within the Office, the Research and Policy Unit (RPU) develops and publishes work on innovative issues, produces evidence based knowledge for the development of policy and operational recommendations, and ensures the link with other governmental organizations to promote a Customs perspective on the high priority topics of the international political agenda.

The rise of data in societies places the Customs community in an essential time of transition, which is stimulating for research. There are many challenges to be taken up, such as the global exchange of Customs data, support for Customs in their transition to new forms of organization, training and recruitment, but also, more generally, the Customs response to global demands for more open governance and open data.

The responses articulate policy and technique; they require the implementation of in-depth research and experimentation on the anonymization of data, the methods of data sharing that preserve data integrity and confidentiality, as well as a better understanding of the organizational conditions and effects of the data development in Customs.

The Unit wishes to integrate a Technical Attaché to contribute to research and policy reflection on the use of Customs data and the construction of a global ecosystem of data for Customs, bringing together the World Customs Organization (WCO), its Members, the private sector and universities.

Within the RPU, in constant contact with the WCO Directorates, the Technical Attaché will be fully mobilized on these issues. He or she will play a leading role in conducting the reflection within the Secretariat, with Members, academia and the private sector.

Main functions

- Conduct research activities in the field of data, which includes - but is not limited to - pilot projects with Members and universities;
- Participate in the implementation and updating of the WCO Data Strategy, including its promotion to other international actors;
- Advise and assist other Directorates in the development of their data analyses;
- Ensure an active monitoring on technologies and scientific advances relating to data and their potential applications to Customs, taxation and international trade;
- Contribute to the work of WCO committees and working groups;
- Prepare and edit reports and research papers;
- Carry out other tasks as requested by the Secretariat, in connection with data.

Annex I

Profile

This position requires a balance between Customs domain knowledge and data skills. The most suitable profile is a Customs officer who has worked with data on a daily basis and has sufficient technical knowledge to conduct studies and contribute to strategic thinking. The following skills are therefore required :

- An academic degree in science or economics and demonstrated ability in the use of R, Python or other statistical or data science software/language;
- Very good knowledge of Customs data and Customs information system;
- A good knowledge of Customs issues and a proven capacity to mobilize data to solve the practical problems of administrations in the field;
- Excellent writing skills in at least one of the two official languages of the WCO (English or French) and a capacity to communicate in the other language would be an asset;
- An ability to work in a team;
- A capacity for communicating with non-specialist audiences and sharing knowledge.

Application

The application must include a cover letter and a description of the vision for the position. The candidate can attach to his or her application two samples or description of work related to data he or she conducted.

October 2021.