



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY



PROFESSIONALISM

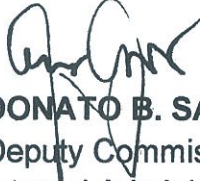
INTEGRITY

ACCOUNTABILITY

IA G Memo No. 17-2022

MEMORANDUM

FOR : ALL BOC OFFICIALS AND EMPLOYEES

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

SUBJECT : Vacancy of Positions in Compliance and Facilitation Directorate, World Customs Organization

DATE : March 08, 2022

1. The World Customs Organization (WCO) announced on February 16, 2022 the vacancy of the following positions under the Compliance and Facilitation Directorate (Facilitation/Procedures):
 - a. Technical Officer Facilitation/Procedures – WCO Data Model; and
 - b. Technical Officer Facilitation/Procedures – AEO Programmes.
2. In connection to this, attached is the prescribed Application Form for the abovementioned vacant posts 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 March 14, 2022** and a soft copy to the hrmd@customs.gov.ph with the subject line: *Application Form for WCO Technical Officer (Facilitation/Procedures) post.*
4. For information.

APPLICATION FOR THE POST OF

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

.....

.....

.....

Telephone number(s)

.....

.....

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.

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

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

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	

hmm

10/14

Previous post	
From :	Description of your duties
To :	
Exact title of your post :	
Name and contact details of your employer

Previous post	
From :	Description of your duties
To :	
Exact title of your post :	
Name and contact details of your employer

Previous post	
From :	Description of your duties
To :	
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 horizontal lines for writing, intended for the candidate's response.]

[A large rectangular area containing a grid of horizontal lines, likely a table or a form for data entry.]

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.

Annex I

JOB DESCRIPTION

Post : Technical Officer - Facilitation/Procedures
Compliance and Facilitation Directorate

Grade : A3

Ideal candidate

The ideal candidate would be able to demonstrate specific knowledge and experience in the fields of Trade Facilitation and Customs procedures. It is critical that the candidate have strong research, analytical and writing skills. International experience or experience working within an international organization would also be highly regarded.

The candidate would have responsibility as technical expert for the WCO Data Model, including aspects such as data structure, data and business information modelling, data analysis and other related areas. The candidate could also demonstrate experience with Advance Passenger Information and Personal Name Record use in one or more transportation modes. Knowledge of Customs use of data and data analytics, including data strategies and data policy would be an advantage.

Main functions

The incumbent will be expected to carry out the following duties :

- Draft policy and procedural documents and undertake studies and analyses on Customs procedures as well as on procedures associated with international cross-border trade facilitation and trade compliance.
- Initiate any follow-up actions, including costing, identifying business benefits and resource constraints arising from those studies.
- Deliver training and technical assistance in the area of Trade Facilitation and Customs procedures, and other technical documents prepared by the WCO for Members' guidance.
- Manage the relevant WCO working bodies in areas of assignment and prepare working documents and briefings for the working body Chairperson, Deputy Director and Director, and prepare reports of those meetings. Similarly, preparing documents and reports relating to meetings of other WCO bodies (e.g. the Policy Commission and Council) whenever required.
- Represent the WCO at meetings, in Customs administrations, in other international and regional organizations and/or in intergovernmental organizations regarding Trade Facilitation and Customs procedures.
- Develop productive working relations with other organizations with observer status at the WCO and private sector entities, especially the Private Sector Consultative Group (PSCG), so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.

Annex I

- Write briefing notes, presentations and speeches to be given by the Secretary General and other senior Secretariat staff (N.B. : previous experience of drafting briefing notes and presentations at Ministerial/Director General level would be advantageous).
- Design materials for, and lecture at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.
- Liaise with Members' personnel, including in particular Customs Attachés posted in Brussels.
- 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.

Qualifications

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French) and have a good working knowledge of the other. Knowledge of another language (written and spoken) would be advantageous.
- The candidate must have first-hand knowledge and experience in Customs procedures/facilitation matters.
- The candidate must have strong oral communication skills and be able to deliver clear and concise presentations in one of the official languages.
- The candidate must have the capacity to deliver training and technical assistance to developing countries.
- The candidate should have a good knowledge of computer applications and knowledge of Microsoft 365 would be an advantage.
- The candidate must have good interpersonal skills, be prepared to work independently and in a team and have the ability to work successfully in an international environment.
- The candidate must also adhere to WCO polices, including the WCO Code of Conduct.

February 2022.

Annex II

JOB DESCRIPTION

Post : Technical Officer - Facilitation/Procedures
Compliance and Facilitation Directorate

Grade : A3

Ideal candidate

The ideal candidate would be able to demonstrate specific knowledge and experience in the fields of Trade Facilitation and Customs procedures. It is critical that the candidate have strong research, analytical and writing skills. International experience or experience working within an international organization would also be highly regarded.

The candidate should have knowledge of the specificities of Authorized Economic Operator (AEO) Programmes, Coordinated Border Management or Air Cargo Security. Experience in the use of data analytics in advancing AEO programmes and the use of digitization would be an advantage.

Main functions

The incumbent will be expected to carry out the following duties :

- Draft policy and procedural documents and undertake studies and analyses on Customs procedures as well as on procedures associated with international cross-border trade facilitation and trade compliance.
- Initiate any follow-up actions, including costing, identifying business benefits and resource constraints arising from those studies.
- Deliver training and technical assistance in the area of Trade Facilitation and Customs procedures, and other technical documents prepared by the WCO for Members' guidance.
- Manage the relevant WCO working bodies in areas of assignment and prepare working documents and briefings for the working body Chairperson, Deputy Director and Director, and prepare reports of those meetings. Similarly, preparing documents and reports relating to meetings of other WCO bodies (e.g. the Policy Commission and Council) whenever required.
- Represent the WCO at meetings, in Customs administrations, in other international and regional organizations and/or in intergovernmental organizations regarding Trade Facilitation and Customs procedures.
- Develop productive working relations with other organizations with observer status at the WCO and private sector entities, especially the Private Sector Consultative Group (PSCG), so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.
- Write briefing notes, presentations and speeches to be given by the Secretary General and other senior Secretariat staff (N.B. : previous experience of drafting briefing notes and presentations at Ministerial/Director General level would be advantageous).

Annex II

- Design materials for, and lecture at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.
- Liaise with Members' personnel, including in particular Customs Attachés posted in Brussels.
- 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.

Qualifications

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February 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.

February 2022.

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(a) exceeding 3 months ?

Yes No

If yes, provide details :

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Special aptitudes or interests

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