

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

জাতীয় রাজস্ব বোর্ড

রাজস্ব ভবন

সেগুন বাগিচা, ঢাকা।

(কাস্টমস: WCO Affairs)

নথি নং-০৮.০১.০০০০.০৫৬.০২.০১৪.১৮/১২৭

তারিখ: ১৭/১২/২০১৯ খ্রি:

বিষয়: **World Customs Organization (WCO) তে Technical Officer পদে
আবেদন।**

সূত্র: WCO হতে প্রাপ্ত পত্র নং-19.SL0271E, Date: 11 December, 2019.

উপর্যুক্ত বিষয়ের প্রতি সদয় দৃষ্টি আকর্ষণপূর্বক আদিষ্ট হয়ে জানানো যাচ্ছে যে, বেলজিয়ামের ব্রাসেলসে অবস্থিত WCO এর সদর দপ্তরের Compliance and Facilitation Directorate (Facilitation/Procedures) -এ Technical Officer (Grade A3) হিসাবে শূন্য পদে নিয়োগের লক্ষ্যে সূত্রীয় পত্রের মাধ্যমে আবেদন চাওয়া হয়েছে। এ পত্রের সাথে সংযুক্ত WCO হতে প্রেরিত পত্রে উক্ত পদটিতে আবেদনের যোগ্যতাসহ পদটিতে কার্যপরিধির বিস্তারিত উল্লেখ রয়েছে।

২। বর্ণিতাবস্থায়, বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী ক্যাডার কর্মকর্তাগণকে আগামী ০২ জানুয়ারি, ২০২০ খ্রিষ্টাব্দে তারিখের মধ্যে জাতীয় রাজস্ব বোর্ডের কাস্টমস: WCO Affairs শাখায় আবেদনপত্র প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: বর্ণনা মোতাবেক ১৩ (তের) পাতা (ই-মেইলে প্রেরিত)।

১৭.১২.১৭

(এবিলিন সাংমা)

দ্বিতীয় সচিব (কাস্টমস: WCO Affairs)

জাতীয় রাজস্ব বোর্ড, ঢাকা।

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ই-মেইল: wcoaffairs.nbr@gmail.com

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। সদস্য (বোর্ড প্রশাসন)/(কাস্টমস ও ভ্যাট প্রশাসন)/(কাস্টমস নিরীক্ষা, আধুনিকায়ন ও আন্তর্জাতিক বাণিজ্য)/(কাস্টমস রপ্তানি, বন্ড ও আইটি)/(কাস্টমস নীতি)/(মুসক-নীতি)/(মুসক-বাস্তবায়ন ও আইটি)/(মুসক-নিরীক্ষা ও গোয়েন্দা), জাতীয় রাজস্ব বোর্ড, ঢাকা।
- ২। প্রেসিডেন্ট, কাস্টমস, এক্সাইজ ও মুসক আপীলাত ট্রাইব্যুনাল, জীবন বীমা টাওয়ার, ১০ দিলকুশা বা/এ, ঢাকা।



The Secretary General

19SL0271E

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

Mr. Zahid
Hassan
SSA
Dana
18.12.19

Brussels, 11 December 2019.

Dear Director General,

I am writing to inform you that a post of Technical Officer (Grade A3) is vacant in the Compliance and Facilitation Directorate (Facilitation/Procedures).

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 **17 January 2020**, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : bernadette.hendrickx@wcoomd.org.

Yours sincerely,

Kunio Mikuriya.

JOB DESCRIPTION

Post : **Technical Officer (Facilitation/Procedures)**
 Compliance and Facilitation Directorate

Grade : **A3**

Ideal candidate

The ideal candidate would have a minimum of five years general experience in Customs legislation/procedures and trade facilitation-related matters. The candidate would be able to demonstrate specific knowledge and experience in the field of Customs procedures and trade facilitation. Knowledge of, and/or experience with, implementation of rules as regards use of instruments like SAFE Framework of Standards, Revised Kyoto Convention, Single Window, Information Technology or arrangements on information exchange would be of advantage. International experience or experience working within an international organization would also be highly regarded.

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 Customs procedures and instruments on trade facilitation, including the Revised Kyoto Convention and the SAFE Framework of Standards, or e-commerce, which are prepared by the WCO for Members' guidance.
- Prepare working documents and briefings for Chairpersons and the Director for assigned meetings, such as the Permanent Technical Committee, the SAFE Working Group, the Working Group on E-Commerce and other relevant technical Committees, and prepare reports on those meetings. Similarly, prepare 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 with competence in the facilitation or trade compliance domain.
- Develop productive working relations with the Private Sector Consultative Group (PSCG), other organizations with observer status at the WCO and private sector entities, so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.

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Annex I

- Write briefing notes, presentations/speeches 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, fora, conferences, seminars and training courses organized or 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

- The candidate must have a university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- The candidate should have first-hand knowledge and a minimum of five years' experience in Customs procedures/facilitation matters.
- 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 good analytical, drafting and oral communication skills.
- The candidate must 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.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.

December 2019.

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 € 6,726.48 to € 9,093.83 (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 € 7,700; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 118,000.

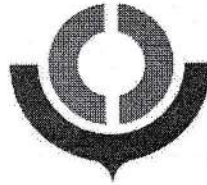
Duration of appointment

Five years. The first six months of service will be a probationary period.

August 2019.

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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>		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 nationality¹		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.

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2. CONTACT DETAILS

Postal address
.....
.....
.....
.....

Telephone number(s)
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.....
.....

E-mail address(es)
.....
.....
.....

3. PERSONAL DETAILS

Marital status
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> 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)
.....
.....
.....
.....

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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 :

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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			
Spanish			
Other (1)			
Other (2)			

IT skills
<i>List the word-processing and other software with which you are familiar</i>
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Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
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.....
.....

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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	

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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

Without exceeding the space provided, describe your vision of the post for which you are applying

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20-22 lines visible. The paper has a slightly aged or off-white appearance. There is no handwriting or other markings on the page.

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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 Address, telephone number, e-mail

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.