

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জাতীয় রাজস্ব বোর্ড  
রাজস্ব ভবন  
সেগুন বাগিচা, ঢাকা।  
(কাস্টমস: WCO Affairs)

নথি নং-০৮.০১.০০০০.০৫৬.০২.০১৯.১৮/১২৬

তারিখ: ১৭/১২/২০১৯ খ্রি:

**বিষয়: WCO-Japan Career Development Programme 2020/2021 এ অংশগ্রহণের  
লক্ষ্যে দরখাস্ত আহ্বান।**

সূত্র: WCO এর এর পত্র নং-19.SL-0268E, Date: 12 December, 2019.

উপর্যুক্ত বিষয়ের প্রতি সদয় দৃষ্টি আকর্ষণপূর্বক আদিষ্ট হয়ে জানানো যাচ্ছে যে, World Customs Organization (WCO) হতে WCO-Japan Career Development Programme 2020/2021 এ অংশগ্রহণের জন্য সূত্রোক্ত পত্রের মাধ্যমে WCO এর সদস্য দেশসমূহ হতে প্রতিনিধি মনোনয়ন চাওয়া হয়েছে। এই প্রোগ্রামটি আগামী সেপ্টেম্বর, ২০২০ খ্রিঃ হতে দশ মাস সময়ব্যাপী বেলজিয়ামের ব্রাসেলসে অবস্থিত WCO এর সদর দপ্তরে অনুষ্ঠিত হবে। উক্ত প্রোগ্রাম বিষয়ক বিস্তারিত তথ্য (লক্ষ্য ও উদ্দেশ্য, আবেদন ও প্রার্থী নির্বাচনের প্রক্রিয়া, আবেদনের যোগ্যতা ও শর্তাবলী, দায়িত্ব ইত্যাদি) পত্রের সাথে সংযুক্ত দলিলে উল্লেখ করা হয়েছে।

০২। বর্ণিতাবস্থায়, উপরোক্ত WCO-Japan Career Development Programme 2020/2021 এ অংশগ্রহণের লক্ষ্যে আগ্রহী ক্যাডার কর্মকর্তাগণকে আগামী ০৬/০২/২০২০ খ্রিঃ তারিখের মধ্যে জাতীয় রাজস্ব বোর্ডের কাস্টমস WCO Affairs শাখায় নির্ধারিত ফরমেটে আবেদন পাঠানোর জন্য অনুরোধ করা হলো।

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

*(এবিলিন সাংমা)*  
(এবিলিন সাংমা)

দ্বিতীয় সচিব (কাস্টমস: WCO Affairs)

জাতীয় রাজস্ব বোর্ড, ঢাকা।

মোবাইল: +৮৮০১৭১৯২১৯৭৩৩

ই-মেইল: wcoaffairs.nbr@gmail.com

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১-৮। 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।
- ৯। প্রেসিডেন্ট, কাস্টমস, এক্সাইজ ও মুসক আপীলাত ট্রাইব্যুনাল, জীবন বীমা টাওয়ার, ১০ দিলকুশা বা/এ, ঢাকা।
- ১০। প্রকল্প পরিচালক, ভ্যাট অনলাইন প্রকল্প, আইডিইবি ভবন, কাকরাইল, ঢাকা।
- ১১-২২। কমিশনার, কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা(উত্তর)/ঢাকা(দক্ষিণ)/ঢাকা(পূর্ব)/ঢাকা(পশ্চিম)/রংপুর/কুমিল্লা/চট্টগ্রাম/রাজশাহী/সিলেট/খুলনা/যশোর/বৃহৎ করদাতা ইউনিট (মুসক), ঢাকা।
- ২৩। মহাপরিচালক, সেন্ট্রাল ইন্টেলিজেন্স সেল (সিআইসি), জাতীয় রাজস্ব বোর্ড, ঢাকা।



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

The Secretary General

19SL0268E

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](mailto:careerdevpro@wcoomd.org)) **by Monday 9 March 2020**. Please note that applications received after the deadline will not be considered.

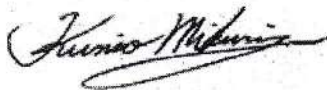
Along with the application documents, it is also required that each Administration nominating one or more candidates sends a formal letter on behalf of the Head of Administration addressed to the WCO Secretary General where the names and the positions of the nominees are stated. It should be noted that **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](mailto:careerdevpro@wcoomd.org).

2.

I look forward to receiving nominations of good candidates for the WCO-Japan Career Development Programme.

Yours sincerely,



Kunio Mikuriya.

## 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 have a particular area of higher expertise

(g) Eligibility, requirements and selection procedure

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, or participation in WCO programmes (such as a 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.

(ii) 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 on a special subject in cooperation with a tutor from a designated Directorate and under the supervision of the Chief of the Programme, External Relations & Training. The research project should be 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.

# **NOMINATION FORM**

## **WCO/Japan Career Development Programme (2020/2021)**

- (1) To be completed by - or under the authority of - the Head of the nominating administration, e.g. **Director General, Commissioner or equivalent official**, and returned to the Office of the Secretary General of the World Customs Organization (at [careerdevpro@wcoomd.org](mailto:careerdevpro@wcoomd.org)).  
Please note that the form **must** be signed by both the Head of the nominating administration and the nominee. Otherwise, the nomination will be considered invalid.
- (2) Please complete this form in typewritten script.

THE CUSTOMS ADMINISTRATION OF \_\_\_\_\_

NOMINATES Mr./Mrs./Miss \_\_\_\_\_

(His/her current title) \_\_\_\_\_

(Employed by the Customs Administration) from \_\_\_\_\_ (mm)/ \_\_\_\_\_ (yyyy)

### **THE NOMINEE APPLIES FOR THE CATEGORY**

(please select **ONE** of the following categories (Category I, Category II i) or Category II ii) ) :

#### **Category I - Language**

(please select one of the followings)

- ☐ Arabic  
☐ Portuguese  
☐ Russian  
☐ Spanish

#### **Category II - Topics**

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

#### **Category II - Topics**

- i) IPR/Risk Management  
☐ IPR  
☐ Risk Management

### **THE NOMINEE HAS A SPECIAL INTEREST IN THE FOLLOWING AREA OF RESEARCH OR STUDY**

(Please specify one or two areas only) :

- ☐ Capacity Building  
☐ Facilitation  
☐ Origin  
☐ Enforcement  
☐ Nomenclature  
☐ Valuation

### **THE NOMINATING ADMINISTRATION CERTIFIES THAT THE NOMINEE :**

i) Is a Customs officer of a developing-country Member administration which has active status at the WCO;	Yes <input type="checkbox"/> No <input type="checkbox"/>
ii) Has a minimum of 3 years' experience in Customs;	Yes <input type="checkbox"/> No <input type="checkbox"/>
iii) Has a university degree or equivalent professional qualification;	Yes <input type="checkbox"/> No <input type="checkbox"/>
iv) Is proficient in English or French;	Yes <input type="checkbox"/> No <input type="checkbox"/>
v) Is in good health; and	Yes <input type="checkbox"/> No <input type="checkbox"/>
vi) Continues to work in his/her home Customs administration for 3 years at least after the completion of the Programme.	Yes <input type="checkbox"/> No <input type="checkbox"/>

DATE AND PLACE : \_\_\_\_\_

Name of signatory : \_\_\_\_\_

Signature and seal of Head of the Administration

Title : \_\_\_\_\_

DATE AND PLACE : \_\_\_\_\_

Name of nominee : \_\_\_\_\_

Signature of the nominee

# **NOMINATION FORM**

## **WCO/Japan Career Development Programme (2020/2021)**

- (1) To be completed by - or under the authority of - the Head of the nominating administration, e.g. **Director General, Commissioner or equivalent official**, and returned to the Office of the Secretary General of the World Customs Organization (at [careerdevpro@wcoomd.org](mailto:careerdevpro@wcoomd.org)).  
Please note that the form **must** be signed by both the Head of the nominating administration and the nominee. Otherwise, the nomination will be considered invalid.
- (2) Please complete this form in typewritten script.

THE CUSTOMS ADMINISTRATION OF \_\_\_\_\_

NOMINATES Mr./Mrs./Miss \_\_\_\_\_

(His/her current title) \_\_\_\_\_

(Employed by the Customs Administration) from \_\_\_\_\_ (mm)/ \_\_\_\_\_ (yyyy)

### **THE NOMINEE APPLIES FOR THE CATEGORY**

(please select **ONE** of the following categories (Category I, Category II i) or Category II ii) ) :

#### **Category I - Language**

(please select one of the followings)

- ☐ Arabic  
☐ Portuguese  
☐ Russian  
☐ Spanish

#### **Category II - Topics**

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

#### **Category II - Topics**

i) IPR/Risk Management

- ☐ IPR  
☐ Risk Management

### **THE NOMINEE HAS A SPECIAL INTEREST IN THE FOLLOWING AREA OF RESEARCH OR STUDY**

(Please specify one or two areas only) :

- ☐ Capacity Building  
☐ Facilitation  
☐ Origin  
☐ Enforcement  
☐ Nomenclature  
☐ Valuation

### **THE NOMINATING ADMINISTRATION CERTIFIES THAT THE NOMINEE :**

i) Is a Customs officer of a developing-country Member administration which has active status at the WCO;	Yes <input type="checkbox"/> No <input type="checkbox"/>
ii) Has a minimum of 3 years' experience in Customs;	Yes <input type="checkbox"/> No <input type="checkbox"/>
iii) Has a university degree or equivalent professional qualification;	Yes <input type="checkbox"/> No <input type="checkbox"/>
iv) Is proficient in English or French;	Yes <input type="checkbox"/> No <input type="checkbox"/>
v) Is in good health; and	Yes <input type="checkbox"/> No <input type="checkbox"/>
vi) Continues to work in his/her home Customs administration for 3 years at least after the completion of the Programme.	Yes <input type="checkbox"/> No <input type="checkbox"/>

DATE AND PLACE : \_\_\_\_\_

Name of signatory : \_\_\_\_\_

Title : \_\_\_\_\_

Signature and seal of Head of the Administration

DATE AND PLACE : \_\_\_\_\_

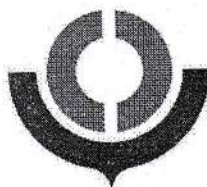
Signature of the nominee

Name of nominee : \_\_\_\_\_

Please complete this form in typewritten script.

Annex III

**APPLICATION FOR THE POST OF  
Professional Associate  
WITHIN THE WORLD CUSTOMS ORGANIZATION (2020/2021)**



WORLD CUSTOMS ORGANIZATION

**1. PARTICULARS**

Please affix a  
passport-sized  
photograph

<b>Family name</b> <i>(in block capitals)</i>		<b>Maiden name</b> <i>(in block capitals)</i>	
<b>First name(s)</b> <i>(in block capitals)</i>		<b>Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F	
<b>Date of birth</b>		<b>Place of birth</b>	
<b>Present nationality<sup>1</sup></b>		<b>Nationality at birth</b>	

<sup>1</sup> 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.

2. CONTACT DETAILS

Postal address

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

Telephone number(s)

.....  
.....

E-mail address(es)

.....  
.....

3. PERSONAL DETAILS

Marital status

☐ Single      ☐ Married      ☐ Other (please specify) : .....

If you are married, please note that the programme is designed as a non-family posting.

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 : .....  
.....

Honour(s)

.....  
.....

Sanction(s)

Indicate any conviction, administrative sanction or pending case

.....

4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES,

2022

### 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			
Spanish			
Portuguese			
Arabic			
Russian			
Other			

Indicate your work experience or certificates related to languages:

.....  
.....

*Please attach certificates, etc., attesting to your language proficiency*

#### 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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## 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 termination of any subsequent appointment under the Career Development Programme.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)

*The World Customs Organization is an equal opportunities employer.*