

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

- 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 policies, including the WCO Code of Conduct.

February 2022.