

ইমেইলে প্রেরিত

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জাতীয় রাজস্ব বোর্ড  
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শেরেবাংলা নগর, ঢাকা-১২০৭  
[www.nbr.gov.bd](http://www.nbr.gov.bd)

নথি নং-০৮.০১.০০০০.০৫৬.০২.০১৯.১৮.২১০

তারিখ: ০৩/০২/২০২৫ খ্রি.

বিষয়: WCO-Japan Career Development Programme (CDP) 2025-2026 এর জন্য আবেদন আহ্বান।

সূত্র: WCO হতে প্রাপ্ত পত্র নং- 24SL0184E; তারিখ: ০৯ জানুয়ারি ২০২৫/ ব্রাসেলস।

উপর্যুক্ত বিষয় ও সূত্রীয় পত্রের প্রতি সদয় দৃষ্টি আকর্ষণপূর্বক আদিষ্ট হয়ে জানানো যাচ্ছে যে, আগামী সেপ্টেম্বর ২০২৫ খ্রি. হতে WCO এর সদর দপ্তরে ১০ (দশ) মাস মেয়াদী WCO-Japan Career Development Programme (CDP) 2025 - 2026 অনুষ্ঠিত হবে। উক্ত প্রোগ্রামে অংশগ্রহণের জন্য সূত্রোক্ত পত্রের মাধ্যমে বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী কর্মকর্তাগণের আবেদন চাওয়া হয়েছে।

২। উক্ত প্রোগ্রামে অংশগ্রহণে আগ্রহী কর্মকর্তাদের নির্বাচনের ক্ষেত্রে নিম্নলিখিত মানদণ্ডসমূহ গুরুত্বের সাথে বিবেচনা করা হবে মর্মে পত্রে উল্লেখ রয়েছে:

- ✓ 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,
- ✓ hold a university degree or equivalent professional qualification;
- ✓ demonstrate proficient in English, as evidenced by work experience, certification from a recognised language testing body and/or diplomas from international institutions of higher education where English is the medium of instruction; and
- ✓ not have any medical condition that would impair his/her full engagement in the Programme.

৩। একজন আদর্শ প্রার্থীর ক্ষেত্রে নিম্নলিখিত যোগ্যতাসমূহ থাকতে হবে:

- a) work experience in policy making, policy implementation and/or research;
- b) prior international work experience, in particular related to WCO matters (e.g participation to WCO committees or activities as a WCO, accredited expert);
- c) Possess skills in data analysis;
- d) be under 45 years of age.

৪। এছাড়াও নিম্নবর্ণিত যোগ্যতাসমূহ বিশেষভাবে প্রাধান্য পাবে

- a) Preference will be given to applicants from Members where neither of the two official WCO languages (English and French) is widely spoken, such as Arabic, Portuguese, Russian and Spanish speaking Members. Applicants supported or recommended by a community or multiple Members sharing a common language will also receive special consideration;
- b) Applicants with sound experience in writing research papers and conducting analysis, particularly those who hold relevant degrees will be positively considered;
- c) Applicants will be evaluated based on their academic achievements, motivation, leadership potential, management capabilities. Career progression and relevant work experience and
- d) Preference will also be given to the applicants who have engaged in WCO programmes and activities.

৫। উল্লিখিত প্রোগ্রামে অংশগ্রহণের জন্যে বাংলাদেশ কাস্টমস হতে সর্বোচ্চ ০৩ (তিন) জন প্রার্থী মনোনয়ন করে মনোনীত কর্মকর্তাগণের Nomination Form এবং এ সংক্রান্ত একটি চুক্তিপত্র আগামী ৩০ মার্চ ২০২৫ খ্রি: তারিখের মধ্যে (careerdevpro@wcoomd.org) ই-মেইলযোগে প্রেরণ করার বাধ্যবাধকতা রয়েছে।

৬। বর্ণিতাবস্থায়, বিবেচ্য প্রোগ্রামে অংশগ্রহণের লক্ষ্যে বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী কর্মকর্তাগণকে (সহকারী কমিশনার ও তদূর্ধ্ব) নিম্নবর্ণিত দলিলাদিসহ আগামী ২৮ ফেব্রুয়ারি ২০২৫ খ্রি: তারিখের মধ্যে যথাযথ কর্তৃপক্ষের মাধ্যমে জাতীয় রাজস্ব বোর্ডে ই-মেইলযোগে [wcoaffairs.nbr@gmail.com] সদস্য, কাস্টমস নিরীক্ষা, আধুনিকায়ন ও আন্তর্জাতিক বাণিজ্য, জারাবো বরাবর] প্রেরণ করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

ক) আবেদনপত্রের MS Word (Nikosh Font-12) Copy ও PDF Copy

খ) পত্রসংযুক্ত দলিলাদিতে বর্ণিত Qualifications সংক্রান্ত প্রমাণক এর-PDF Copy

সংযুক্তি: ০৪ (চার) পাতা (ই-মেইলে প্রেরিত)



০৩/২/২০২৫  
(অনুপম চাকমা)

দ্বিতীয় সচিব (কাস্টমস: WCO Affairs)

জাতীয় রাজস্ব বোর্ড, ঢাকা।

ই-মেইল: chanupam3054@gmail.com

**বিতরণ কার্যার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):**

১. প্রেসিডেন্ট, কাস্টমস, এক্সাইজ ও ভ্যাট আপীলাত ট্রাইব্যুনাল, জাতীয় রাজস্ব বোর্ড, ঢাকা।
২. কমিশনার, কাস্টম হাউস (সকল)।
৩. কমিশনার, কাস্টমস, এক্সাইজ ও ভ্যাট কমিশনারেট (সকল)।
৪. কমিশনার, কাস্টমস বন্ড কমিশনারেট (সকল)।
৫. কমিশনার, কাস্টমস, এক্সাইজ ও ভ্যাট আপীল কমিশনারেট (সকল)।
৬. কমিশনার, কাস্টমস মূল্যায়ন ও অভ্যন্তরীণ নিরীক্ষা কমিশনারেট, ঢাকা।
৭. কমিশনার, বৃহৎ করদাতা ইউনিট-মূল্য সংযোজন কর, ঢাকা।
৮. কমিশনার, কাস্টমস রিস্ক ম্যানেজমেন্ট কমিশনারেট, ঢাকা।
৯. প্রকল্প পরিচালক, ন্যাশনাল সিঞ্জেল উইন্ডো প্রকল্প, আইডিইবি ভবন, কাকরাইল, ঢাকা/বন্ড অটোমেশন প্রকল্প, জাতীয় রাজস্ব বোর্ড, ঢাকা/কাস্টমস: আধুনিকায়ন ও অবকাঠামো উন্নয়ন প্রকল্প, ঢাকা।
১০. মহাপরিচালক, গবেষণা ও পরিসংখ্যান অনুবিভাগ/সেন্ট্রাল ইন্টেলিজেন্স সেল (সিআইসি), জাতীয় রাজস্ব বোর্ড, ঢাকা।
১১. মহাপরিচালক, কাস্টমস গোয়েন্দা ও তদন্ত অধিদপ্তর, ঢাকা/ নিরীক্ষা গোয়েন্দা ও তদন্ত অধিদপ্তর, মুসক, ঢাকা/কাস্টমস এক্সাইজ ও ভ্যাট ট্রেনিং একাডেমি, চট্টগ্রাম/শুল্ক রেয়াত ও প্রত্যর্পণ পরিদপ্তর, ঢাকা।
১২. সিস্টেম ম্যানেজার, আইসিটি অনুবিভাগ, জাতীয় রাজস্ব বোর্ড, ঢাকা [জাতীয় রাজস্ব বোর্ডের ওয়েবসাইটে পত্রটি সংযুক্তিসহ প্রকাশের অনুরোধসহ]।
১৩. প্রথম সচিব, কাস্টমস ও ভ্যাট অনুবিভাগ- (সকল), জাতীয় রাজস্ব বোর্ড, ঢাকা।
১৪. দ্বিতীয় সচিব, কাস্টমস ও ভ্যাট অনুবিভাগ- (সকল), জাতীয় রাজস্ব বোর্ড, ঢাকা।

**অনুলিপি জ্ঞাতার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):**

১. সদস্য, কাস্টমস ও ভ্যাট অনুবিভাগ (সকল), জাতীয় রাজস্ব বোর্ড, ঢাকা।
২. পিএস টু চেয়ারম্যান, জাতীয় রাজস্ব বোর্ড, ঢাকা (চেয়ারম্যান মহোদয়ের সদয় অবগতির জন্য)।



## World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / [careerdevpro@wcoomd.org](mailto:careerdevpro@wcoomd.org)

2025

9.1.2025 / Brussels  
24SL0184E

Dear Director General,

I am pleased to inform you of the **World Customs Organization (WCO)-Japan Career Development Programme 2025-2026**, to be held from September 2025 at the WCO Headquarters in Brussels, Belgium. Funds for this Programme will be provided by the Japanese Customs Administration.

The main objectives of the Programme are 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 promote the involvement of Members where neither of the two official WCO languages is widely spoken; 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 are expected to spend approximately ten months, starting from 15 September 2025, 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 and expertise.

To nominate officials for this Programme, please access the application forms on the WCO website under *Members > Capacity Building* or via [this link](#), ensuring that they are duly completed by your Administration and the nominated candidate respectively **before 30 March 2025**. **Please note that each administration may nominate a maximum of three candidates. Only applications submitted via the WCO website before the deadline will be considered.**

In addition to submitting the application through the WCO website, it is **mandatory for Administrations nominating candidates to provide a formal letter addressed to the WCO Secretary General via e-mail to the designated contact point ([careerdevpro@wcoomd.org](mailto:careerdevpro@wcoomd.org)) on behalf of the Head of Administration**. This letter should clearly state the names and positions of the nominees. Furthermore, all additional supporting documents, such as certificates and diplomas, must be sent along with the nomination letter.

More detailed information on the Programme, including the conditions of service, is set out in Annex I. When the selected applicant joins the Programme, a Tripartite Agreement among the WCO, the Member administration and the applicant from that Member administration will be signed. The draft agreement, subject to change in due course, is outlined in Annex II for your information. If you have any questions or need clarification regarding this Programme, you may contact [careerdevpro@wcoomd.org](mailto:careerdevpro@wcoomd.org).

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

Ian Saunders  
WCO Secretary General

# WCO-JAPAN CAREER DEVELOPMENT PROGRAMME

## I. General Objectives

This programme 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 (English and French) 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

The programme is sponsored by the Customs Administration of Japan.

## III. Programme at a Glance

### (a) Duration and Participants

The programme will host up to 10 participants (known as Professional Associates) for a 10-month period starting on 15 September 2025.

### (b) Venue

WCO Headquarters, Brussels, Belgium.

### (c) Field Study Trip

A field study trip to the sponsoring Administration, Japan Customs, will be included.

### (d) Office and Directorate of Assignment

Assignments will be determined in cooperation with Directorates, taking into account each participant's professional experience.

## IV. Application and Selection

### (a) Areas of Work

- Up to 2 Professional Associates will be selected for work in Intellectual Property Rights (IPR) and/or Risk Management.
- Up to 8 Professional Associates will be selected for work in other Customs issues, with candidates specifying a particular area of their expertise.

### (b) Eligibility and Requirements

#### Mandatory Requirements

Applicants must:

- Be customs officers from a developing-country Member administration which has active status at the WCO.
- Be selected and nominated by the Head of their home Customs Administration.
- Have a minimum of 3 years' experience in Customs.
- Hold a university degree or equivalent professional qualification.

- Demonstrate proficient in English, as evidenced by work experience, certification from a recognised language testing body, and/or diplomas from international institutions of higher education where English is the medium of instruction<sup>1</sup>.
- Not have any medical condition that would impair full engagement in the Programme.

#### Preferred Qualifications

It is advantageous for applicants to:

- Have work experience in policy making, policy implementation and/or research.
- Have prior international work experience, in particular related to WCO matters (e.g. participation to WCO committees or activities as a WCO accredited expert)
- Possess skills in data analysis.
- Be under 45 years of age.

#### (c) Additional Selection Factors

- Preference will be given to applicants from Members where neither of the two official WCO languages (English and French) is widely spoken, such as Arabic, Portuguese, Russian, and Spanish speaking Members. Applicants supported or recommended by a community or multiple Members sharing a common language will also receive special consideration.
- Applicants with sound experience in writing research papers and conducting analysis, particularly those who hold relevant degrees will be positively considered.
- Applicants will be evaluated based on their academic achievements, motivation, leadership potential, management capabilities, career progression, and relevant work experience.
- Preference will also be given to the applicants who have engaged in WCO programmes and activities.

### **V. Main Tasks and Responsibilities of Professional Associates**

#### (a) Assisting and Supporting WCO Activities

Professional Associates will assist and support the activities and projects of the WCO, primarily within the Directorate to which they are assigned. In addition, they will provide support for linguistic matters as required.

#### (b) Research and Study Project

Professional Associates are expected to undertake a research project on a theme either assigned by the WCO or proposed by the Professional Associates themselves in consultation with a designated tutor from the Directorate and under the supervision of the Programme coordinator. The Professional Associates shall submit the outcome of the research project to the Office of the Secretary General before the end of the Programme.

#### (c) Field study trip

A field study trip is an essential part of the Programme, providing opportunity for Professional Associates to conduct research and deepen their understanding of the subject matter. Financial support will be granted for a visit to the donor country (Japan) and may also be extended to missions to other countries. Costs covered include economy-class travel, accommodation, and meals.

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<sup>1</sup> The WCO working languages are English and French, however, main activities of the Programme, including the field study trip to Japan, are conducted exclusively in English.

## VI. Duties, Obligations, and Privileges

### (a) Status

The participants will hold the status of Professional Associate and will remain in a contractual relationship with their Home Administration as its customs officials throughout the duration of the programme.

### (b) Recruitment, Terms of Appointment, Advancement:

- Appointment will be for fixed term for 10 months based on a Tripartite Agreement signed between the WCO, the Member administration, and the selected Customs official<sup>2</sup>.
- Advancement or promotion within the WCO is not considered under this programme.

### (c) Allowances and Benefits

- Monthly Allowance: Approximately 4,300 euro

*Note: Additional benefits such as household allowances, expatriation allowances, dependants' allowances, terminal allowances, advances, or loans are not granted.*

- Medical Insurance: All Professional Associates are required to enrol in a medical insurance plan covering emergency treatment (around 136 euro per year). This insurance is applicable only to the Professional Associates.

### (d) Travel for Commencement and Conclusion of Duty

- Economy-class return air tickets will be provided.
- An installation allowance equivalent to half of one month's allowance will be paid upon commencement of duty.

### (e) Working Conditions and Leave

- The WCO Staff Manual (provisions of Chapter VII) is applicable for working hours and public holidays.
- Professional Associates are entitled to 15 days of annual leave during the programme.

### (f) Accommodation

- All Professional Associates must reside in accommodation arranged by the WCO. Changes to the designated housing arrangement will not be permitted.
- The monthly rental fee, including utilities, is approximately 1,500 euro and will be payable by the Professional Associate.

## VII. Other Information

This programme is a short-term, non-family posting. The WCO will assist with visa arrangements exclusively for the Professional Associate.

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<sup>2</sup> The renewal or extension of the term may be considered only in exceptional cases.