

JOB DESCRIPTION

Post : Technical Officer
Capacity Building Directorate

Grade : A3

Main functions

A variety of functions are to be performed in the areas of capacity building, reform and modernization, training, technical assistance and integrity development. The person appointed will be assigned primary responsibility for one or more of these functions but will be required to contribute to the others. The functions include :

- Act as a “Regional Development Manager” for one of the regions of the WCO by closely co-operating with the Members of the region, the Regional Office for Capacity Building and the Regional Training Centres and other regional stakeholders in the area of capacity building.
- Provide capacity building support and advice to Members in various areas of organizational development.
- Co-ordinate and manage regional development initiatives and provide support to WCO capacity building regional structures (ROCB and RTC).
- Develop and maintain WCO Customs capacity building instruments and tools (WCO Project Map Database, Accredited Customs Experts’ Database, Diagnostic Framework, Development Compendium, etc.).
- Support the exchange of experience, case studies and practices on Customs capacity building initiatives in the region and between the regions, the WCO Secretariat and other regions and Members.
- Manage projects and working groups to identify and set standards and best practices for Customs capacity building reform and modernization programmes.
- Write capacity building policy papers, especially for the WCO Policy Commission and capacity building meetings.
- Develop initiatives, research and strategies to promote capacity building in the Customs administrations of developing and least developed countries.
- Respond to internal and external inquiries related to WCO capacity building programmes on Customs development.
- Draft documents and reports for various meetings at the WCO and for management.
- Represent the WCO at meetings and other fora.
- The person appointed shall also perform such other duties as may be required, and may be subject to reassignment within the WCO Secretariat.

Essential qualifications

Candidates must clearly demonstrate in their application how they meet the following requirements :

- University degree **or** equivalent combination of professional experience, skills and knowledge relevant to the position.
- Demonstrated working experience in Customs management, in particular in project management in the area of international development.
- Demonstrated experience in some or all of the following : providing advice to senior management; preparing proposals/documents; facilitate events/discussions.
- Strong interpersonal skills.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language, particularly Arabic or Spanish (written and spoken), would be advantageous.

Additional assets

- An ability to prepare functional user requirements for IT solutions would be advantageous.
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