

## **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, including Revised Kyoto Convention and Time Release Study. Knowledge of the specificities of postal traffic/relations with UPU 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, especially the Revised Kyoto Convention, the Time Release Study and other technical documents prepared by the WCO for Members' guidance.
- Manage the UPU/WCO Contact Committee and prepare working documents and briefings for the Chairperson and Director for meetings of the UPU/WCO Contact Committee, the Permanent Technical Committee and the Revised Kyoto Convention Management Committee, and preparing 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 with competence in the facilitation or trade compliance domain.
- Develop productive working relations with the UPU, 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.
- 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).

## 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 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.

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**October 2011.**