

## **JOB DESCRIPTION**

**Post** : Deputy Director  
Capacity Building Directorate

**Grade** : A5

### **Main functions**

This post reports to the Director of Capacity Building and is responsible for all capacity building activities assigned by the Director.

Under the supervision and authority of the Director :

- Provides leadership, management direction and support to the work of the Technical Attachés and Technical Officers assigned to the Capacity Building Directorate.
- Leads and advises on policy and programme development for capacity building.
- Supervises and directs the work of the technical and support staff of the Capacity Building Directorate responsible for the delivery and further development of strategic WCO capacity building programmes.
- Develops and maintains a close working relationship with the other Directorates of the WCO to efficiently share resources, manage workload and co-ordinate the cross-cutting work and activities.
- Supervises and directs the work of the technical and support staff of the Capacity Building Directorate in the area of the WCO's Customs integrity-related initiatives and activities, including the organization of the meetings of the Integrity Sub-Committee.
- Supervises and directs the work of the technical and support staff of the Capacity Building Directorate to maintain and update information on Customs developments received from the Members, other international organizations and the private sector; assures that access to sensitive information is restricted to authorized staff; maintains information on Regional Offices for Capacity Building, training centres, pool of trainers and training materials; and assists the Directorates with their responsibilities to the database.
- Supervises and directs the work of the technical and support staff of the Capacity Building Directorate to administer the relevant training activities, including the GRIPS Programme, the Fellowship Programmes, management development, the production of blended learning, training modules and the publication of various training materials, manuals and catalogues.
- Forges close links with donor countries and organizations, private sector capacity building companies and consultants, and with countries requesting capacity building assistance, and promotes the WCO's role as "broker" in putting requesting Members in touch with other Members and organizations able to provide the necessary resources and expertise.
- Provides strategic development advice to Members and represents the Secretariat/Capacity Building Directorate at appropriate fora and meetings.

## Annex II

- Supervises the development and maintenance of the WCO PICARD Programme for co-operation with academia and research establishments to provide long-term development assistance for Member administrations.
- Ensures the Directorate staff provide accurate and timely management briefing and administrative information.

The person appointed will be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

### **Qualifications**

- Applicants for this position must have a university education or equivalent background.
- Extensive experience in the field of Customs strategic development demonstrated either in the headquarters or international capacity building function of a national administration.
- Extensive experience of working internationally in the provision of sustainable capacity building.
- Management experience preferably demonstrated in senior administrative positions in Customs.
- Demonstrable success in working for an international organization with responsibilities equivalent to those carried by the post.
- Demonstrable experience in Customs modernization projects.
- Personal qualities such as to ensure the establishment and maintenance of fruitful relations with Members, other organizations and other Secretariat services and Directorates in pursuit of the WCO's technical assistance and training objectives.
- Proficiency in speaking and drafting in one of the official languages of the WCO (English or French) and a good working knowledge of the other (other language skills will be an advantage).
- Proficiency in the use of office automation equipment.

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**October 2009.**