

F.No DIC/POL/WCO/56/2022-POL-O/o PR.COMMR.DIC-DELHI

Government of India

Ministry of Finance

Department of Revenue

Central Board of Indirect Taxes and Customs

Directorate of International Customs

WCO Cell

10<sup>th</sup> Floor Jeevan Bharti Tower II, Connaught Place, New Delhi – 110001

E-mail: [indiawco-cbec@nic.in](mailto:indiawco-cbec@nic.in)

Dated: 15.07.2022

To,

All Members of Central Board of Indirect Taxes and Customs  
All Pr. Chief Commissioners/ Chief Commissioners of Customs/ Customs (Preventive)  
All Pr. Chief Commissioners/ Chief Commissioners of Customs and Central Tax  
All Pr. Directors General/ Directors General  
All Joint Secretaries/Commissioners working in the Board

Respected Madam/Sir,

**Subject: Vacancy of Technical Officer (Grade A3) in the Research and Policy Unit (Office of the Secretary General) – reg.**

The World Customs Organisation (WCO) has invited nomination for the post of Technical Officer in the Research and Policy Unit (Office of the Secretary General) at the Secretariat of World Customs Organisation (WCO), Brussels.

In this regard, please also refer to the Annex I, Annex II for job descriptions and the Conditions of Service, and the application form.

2. The main functions to be carried out by Technical Officer (Grade A3) in the Research and Policy Unit (Office of the Secretary General) are as under:-

- Participate in the implementation of the WCO Data Strategy, ensuring its timely update and promotion to relevant international actors, academia and the private sector, and ensuring the support to WCO working group on data and statistics, including coordination with the Chairperson of the working group, Members, and the other working bodies of the Organization;
- Coordinate and conduct research activities in the potential fields of environment, digitalization and data, which includes - but is not limited to - pilot projects involving Members, universities and the private sector within a hub for innovation;
- Advise WCO Directorates in the development of their data analyses;
- Ensure an active monitoring on technologies and scientific advances related to data and their potential applications to Customs, taxation, environment and international trade;
- Contribute to the work of WCO working bodies, including committees, sub-committees and various working groups;
- Prepare and edit reports and research papers;
- Carry out other tasks as requested by the Secretariat, in connection with data and other research topics treated by the RPU;
- 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.

3. The Profile & Application required for the said post are as under:-

Profile:

This position requires a balance between domain knowledge, data skills, a wish to be part of innovation, as well as a capacity to animate and support the institutional reflection conducted in WCO working bodies. The following skills are therefore required: -


- An academic degree in science or economics and demonstrated ability in the use of R, Python or other statistical or data science software/language, and a proven capacity to mobilize data to solve practical problems;
- Good knowledge of - or commitment to learn about - Customs data, operations and Customs information systems;
- Excellent writing skills in at least one of the two official languages of the WCO (English or French) and a capacity to communicate in the other language;
- A proven ability to work in a team, as well as independently with minimal supervision;
- Skills to initiate and maintain partnership with the relevant stakeholders;
- A capacity to communicate and share knowledge on different levels, and ability to explain complicated technical matters to non-specialist audiences.

Application:

The application must have a description of the vision for the position. The candidate can attach to his/her application two samples or description of work related to data he or she conducted. The process of selection may include an interview and written tasks.

4. In this regard, you are requested to forward the nominations with complete application form of willing and suitable officers who fulfil the criteria specified by the WCO along with vigilance clearance, APAR grading for the last five years and proforma. The nominations in pdf format should be sent by e-mail to [indiawco-cbec@nic.in](mailto:indiawco-cbec@nic.in). The nominations should be sent as soon as possible but not later than **22.07.2022**. Incomplete applications, those received after the stipulated date and applications not received through proper channel will not be entertained.
5. It is requested that the officers may be advised not to send their applications/nominations to WCO directly. Further, they should not enter in to any correspondence with WCO in this regard. The nomination of suitable officers will be sent to WCO after necessary approvals and as WCO deadlines are fixed and the requisite approvals for final nomination/s also take time, it is requested that the nominations be sent well within the due date of **22.07.2022**

Yours sincerely,



Md. Salik Parwaiz 15/07/22  
Additional Commissioner

Enclosures

1. Annex I (Job description)
2. Annex II (Conditions of Service)
3. Application form
4. Proforma

Copy to: The Web Manager, NIC with the request to upload it on CBIC website.

**PROFORMA**

1	Name of the applicant	
2	Date of Birth	
	Age	
3	Batch	
4	Current Charge held	
5	Employee Code	
6	Whether the officer has completed 9 years in his/her own cadre (Yes/No):	
7	Whether the officer has been on Central Deputation under the Central Staffing Scheme (CSS) earlier, if so details thereof along with dates and the total period.	
8	<b>Qualifications:</b>	
(i)	Educational Qualification : An academic degree in science or economics (Yes/No)	
(ii)	Demonstrated ability in the use of R, Python or other statistical or data science software/language, and a proven capacity to mobilize data to solve practical problems (Yes/ No) (attach certificates in support)	
(iii)	Good knowledge of - or commitment to learn about - Customs data, operations and Customs information systems (Yes/No)	
(iv)	Excellent writing skills in at least one of the two official languages of the WCO (English or French) and a capacity to communicate in the other language (Yes/No) (attach certificates in support).	
(v)	Able to work in a team, as well as independently with minimal supervision; (Yes/No)	
(vi)	Able to initiate and maintain partnership with the relevant stakeholders (Yes/No)	
(vii)	Capacity to communicate and share knowledge on different levels, and ability to explain complicated technical matters to non-specialist audiences ( Yes/No)	
(viii)	The description of the vision for the position is attached his / her application (Yes/No)	
(ix)	Two samples or description of work related to data he or she conducted are attached with his / her application (Yes/No)	
9	Special Achievements / Honour / Awards / Commendation Certificate	
10	APAR grading for last 5 years (in case of NRC, the APAR grading of the previous year to be provided)	<b>Year Grading</b>
11	Vigilance Status	

12	Contact details- Tel/Mobile	
13	Email ID.	
14	Aadhaar No. (Enclose copy)	
15	PAN No. (Enclose copy)	
16	Details of official foreign visits / deputation during the last 03 years	
17	Whether applied for/ nominated for/selected for same or similar programme /foreign assignment earlier? If yes, please provide details.	
18	<b>Enclosures Checklist:</b>	
	Whether Application Form has been filled (typed), duly signed and attached. (Yes/No)	
19	Signature of the candidate	
20	Signature and Seal of the Nominating Officer	



## World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / [info@wcoomd.org](mailto:info@wcoomd.org)  
Bank account: IBAN BE38 2100 4751 2672

7 July 2022 / Brussels  
22A59E

Dear Director General,

I am writing to inform you of the vacancy of a Technical Officer in the Research and Policy Unit within the Office of the Secretary General.

The Job description is at Annex I.

The Conditions of Service are at Annex II.

All applications should be submitted via your office (or an office such as International Customs or Human Resources) and must be accompanied by a notification of support by your Administration.

If you wish to nominate a candidate for this post, I should be grateful if you would let me know **by 2 September 2022**, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : [bernadette.hendrickx@wcoomd.org](mailto:bernadette.hendrickx@wcoomd.org).

Yours sincerely,

A handwritten signature in black ink, reading "Kunio Mikuriya".

**Kunio Mikuriya**  
WCO Secretary General

## **JOB DESCRIPTION**

**Post :**      **Technical Officer**  
                 **Research and Policy Unit (Office of the Secretary General)**

**Grade :**     **A3**

The Office of the Secretary General is responsible for supporting the Secretary General in implementing his mandate at the World Customs Organization (WCO). Within the Office, the Research and Policy Unit (RPU) develops and publishes work on innovative issues, produces evidence based knowledge for the development of policy and operational recommendations, supports the activities of other Directorates, in particular capacity building activities, and ensures the link with other governmental organizations, academia, and the private sector to promote a Customs perspective on the high priority topics of the international political agenda.

Within this agenda, the WCO Members focus on digitalization, data, and environment issues ("Green Customs") and their implication on Customs. These topics place the Customs community in an essential time of transition, which is stimulating for research and policy actions. There are many challenges to be taken up, such as the role of Customs in the reflection on and implementation of environmental policies, the conditions for data sharing, the support for Customs in their transition to new forms of data-driven organization, as well as the Customs response to global demands for more open governance and open data.

The responses to these challenges articulate policy and technique; they require the implementation of in-depth research, making use of data analytics to issue evidence-based recommendations and assessment applied to the large scope of Customs functions.

The Unit wishes to integrate a Technical Officer to contribute to research and policy reflection, particularly on the WCO focus areas. Within the RPU, in constant contact with the WCO Directorates, the Technical Officer will be fully mobilized on these issues. He or she will play a leading role in conducting the reflection and coordination within the Secretariat, with Members and the working bodies of the Organization.

### **Main functions**

- Participate in the implementation of the WCO Data Strategy, ensuring its timely update and promotion to relevant international actors, academia and the private sector, and ensuring the support to WCO working group on data and statistics, including coordination with the Chairperson of the working group, Members, and the other working bodies of the Organization;
- Coordinate and conduct research activities in the potential fields of environment, digitalization and data, which includes - but is not limited to - pilot projects involving Members, universities and the private sector within a hub for innovation;
- Advise WCO Directorates in the development of their data analyses;
- Ensure an active monitoring on technologies and scientific advances related to data and their potential applications to Customs, taxation, environment and international trade;

## Annex I

- Contribute to the work of WCO working bodies, including committees, sub-committees and various working groups;
- Prepare and edit reports and research papers;
- Carry out other tasks as requested by the Secretariat, in connection with data and other research topics treated by the RPU;
- 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.

### **Profile**

This position requires a balance between domain knowledge, data skills, a wish to be part of innovation, as well as a capacity to animate and support the institutional reflection conducted in WCO working bodies. The following skills are therefore required :

- An academic degree in science or economics and demonstrated ability in the use of R, Python or other statistical or data science software/language, and a proven capacity to mobilize data to solve practical problems;
- Good knowledge of - or commitment to learn about - Customs data, operations and Customs information systems;
- Excellent writing skills in at least one of the two official languages of the WCO (English or French) and a capacity to communicate in the other language;
- A proven ability to work in a team, as well as independently with minimal supervision;
- Skills to initiate and maintain partnership with the relevant stakeholders;
- A capacity to communicate and share knowledge on different levels, and ability to explain complicated technical matters to non-specialist audiences.

### **Application**

The application must include a cover letter and a description of the vision for the position. The candidate can attach to his/her application two samples or description of work related to data he or she conducted. The process of selection may include an interview and written tasks.

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**July 2022.**

## **CONDITIONS OF SERVICE**

### **Grade : A3**

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

### **Emoluments**

At present, the A3 monthly salary scale is € 7,173.21 to € 9,697.81 (11 steps).

In addition, where conditions are met, a Basic Family Allowance (BFA) and an expatriation allowance of 10 % of the basic salary calculated on the first step of the grade during the first five years, then reduced to zero over five years, will be paid. Dependants' and education allowances are available and there are sickness and life insurance schemes in place. Officials and their dependants are entitled to the reimbursement of home leave travel expenses (economy class) every two years.

All emoluments are free of tax.

### **Terminal Allowance**

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 8,221.42; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 129,294.00.

### **Duration of appointment**

Five years. The first six months of service will be a probationary period.

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**July 2022.**



**APPLICATION FOR THE POST OF**  
.....  
**WITHIN THE WORLD CUSTOMS ORGANIZATION<sup>1</sup>**



WORLD CUSTOMS ORGANIZATION

**1. PARTICULARS**

<b>Family name</b> <i>(in block capitals)</i>	
<b>First name(s)</b> <i>(in block capitals)</i>	
<b>Date of birth</b>	<b>Place of birth</b>
<b>Present nationality<sup>2</sup></b>	<b>Nationality at birth</b>

**2. CONTACT DETAILS**

<b>Postal address</b>
..... ..... ..... .....

<b>Telephone number(s)</b>
..... ..... .....

<sup>1</sup> Application to be typed, and to be made available in electronic format.

<sup>2</sup> If your present nationality is different from your nationality at birth, please give details of how and when it was acquired. Please indicate if you possess dual nationality.

**E-mail address(es)**

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.....  
.....

**3. PERSONAL DETAILS**

**Honour(s)**

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**Sanction(s)**

*Indicate any conviction, administrative sanction or pending case*

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**4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES, IT SKILLS AND PUBLICATIONS**

Name, place and country of university or equivalent	Degree(s), distinction(s) obtained	From	To
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Knowledge of languages			
Mother tongue : .....			
	Read <i>Very well, Well, Fairly well</i>	Write <i>Very well, Well, Fairly well</i>	Speak <i>Very well, Well, Fairly well</i>
English			
French			
Other (1)			
Other (2)			
Other (3)			

IT skills
<i>List the word-processing and other software with which you are familiar</i>
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Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
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## 5. PROFESSIONAL EXPERIENCE

<b>Present post</b>	
Since : .....	<b>Description of your duties</b>
Exact title of your post : ..... ..... .....	..... ..... ..... ..... ..... ..... .....
Name and contact details of your employer ..... ..... .....	

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... ..... .....	..... ..... ..... ..... ..... ..... .....
Name and contact details of your employer ..... ..... .....	

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... ..... .....	..... ..... ..... ..... ..... ..... .....
Name and contact details of your employer ..... ..... .....	

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....



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**7. ADDITIONAL INFORMATION**

**Have you previously applied for employment with the WCO ?**

Yes

No

If yes, provide details :

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**Have you lived abroad for any period(s) exceeding 3 months ?**

Yes

No

If yes, provide details :

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**Special aptitudes or interests**

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**8. REFERENCES**

<i>Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character</i>		
<b>FAMILY NAME AND FIRST NAME</b>	<b>OCCUPATION</b>	<b>CONTACT DETAILS</b> <small>Address, telephone number, e-mail</small>

I certify that the statements made by me above are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

I am aware that any misrepresentation or material omission, even unintentional, may result in the rejection of my application or the annulment of any subsequent appointment.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)

*The World Customs Organization is an equal opportunities employer.*