

F.No DIC/POL/WCO//2 /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
10th Floor Jeevan Bharti Tower II, Connaught Place, New Delhi – 110001
E-mail: indiaawco-cbec@nic.in

Dated: 18.02.2022

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 Facilitation/Procedures (Grade A3) – AEO Programmes in the Compliance and Facilitation Directorate (Facilitation/Procedures) at World Customs Organisation (WCO), Brussels. – reg.

The World Customs Organisation (WCO) has invited nomination for the post of Technical Officer Facilitation/Procedures (Grade A3) – AEO Programmes in the Compliance and Facilitation Directorate (Facilitation/Procedures) at the Secretariat of World Customs Organisation (WCO), Brussels.

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

2. The main functions to be carried out by Technical Officer Facilitation/Procedures (Grade A3) – AEO Programmes in the Compliance and Facilitation Directorate (Facilitation/Procedures) are as under:-

- 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 Trade Facilitation and Customs procedures, and other technical documents prepared by the WCO for Members' guidance.
- Manage the relevant WCO working bodies in areas of assignment and prepare working documents and briefings for the working body Chairperson, Deputy Director and Director, and prepare 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 regarding Trade Facilitation and Customs procedures.

- Develop productive working relations with other organizations with observer status at the WCO and private sector entities, especially the Private Sector Consultative Group (PSCG), so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.
- Write briefing notes, presentations and speeches to be 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).
- 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.

3. The Qualifications required for the said post are as under:-

- 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 strong oral communication skills and 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 and knowledge of Microsoft 365 would be an advantage.
- The candidate must have good interpersonal skills, be prepared to work independently and in a team and have the ability to work successfully in an international environment.
- The candidate must also adhere to WCO polices, including the WCO Code of Conduct.

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. The nominations should be sent as soon as possible but not later than 28.02.2022. 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 28.02.2022

Yours sincerely,

Vivek K
18.02.22
Vivek Kumar
Deputy Commissioner,
WCO Cell

Enclosures

1. Annex II (Job description)
2. Annex III (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	Qualifications:	
(i)	Educational Qualification : University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.(Yes/No)	
(ii)	Proficient in drafting and speaking in at least one of the WCO's official languages (English and French) and a good working knowledge of the other (Yes/ No) (attach certificates in support)	
(iii)	Knowledge of another language (written and spoken) (Yes/No) (attach certificates in support)	
(iv)	Knowledge and experience in Customs procedures / facilitation matters (Yes/No) (attach HOP)	
(v)	Strong oral communication skills and be able to deliver clear and concise presentations in one of the official languages (Yes/No)	
(vi)	Able to deliver training and technical assistance to developing countries (Yes/No)	
(vii)	Knowledge of Computer applications and knowledge of Microsoft 365 (Yes/No)	
(viii)	Good interpersonal skills, be prepared to work independently and in a team and have the ability to work successfully in an international environment. (Yes/No)	
(ix)	Must adhere to WCO policies, including the WCO Code of Conduct. (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)	Year Grading
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	Enclosures Checklist:	
	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	

JOB DESCRIPTION

Post : **Technical Officer - Facilitation/Procedures
Compliance and Facilitation Directorate**

Grade : **A3**

Ideal candidate

The ideal candidate would be able to demonstrate specific knowledge and experience in the fields of Trade Facilitation and Customs procedures. It is critical that the candidate have strong research, analytical and writing skills. International experience or experience working within an international organization would also be highly regarded.

The candidate should have knowledge of the specificities of Authorized Economic Operator (AEO) Programmes, Coordinated Border Management or Air Cargo Security. Experience in the use of data analytics in advancing AEO programmes and the use of digitization would be an advantage.

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 Trade Facilitation and Customs procedures, and other technical documents prepared by the WCO for Members' guidance.
- Manage the relevant WCO working bodies in areas of assignment and prepare working documents and briefings for the working body Chairperson, Deputy Director and Director, and prepare 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 regarding Trade Facilitation and Customs procedures.
- Develop productive working relations with other organizations with observer status at the WCO and private sector entities, especially the Private Sector Consultative Group (PSCG), so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.
- Write briefing notes, presentations and speeches to be 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 strong oral communication skills and 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 and knowledge of Microsoft 365 would be an advantage.
- The candidate must have good interpersonal skills, be prepared to work independently and in a team and have the ability to work successfully in an international environment.
- The candidate must also adhere to WCO policies, including the WCO Code of Conduct.

February 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 € 6,984.45 to € 9,442.60 (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 € 7,025; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 125,890.

Duration of appointment

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

February 2022.

APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION¹



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

Family name <i>(in block capitals)</i>	
First name(s) <i>(in block capitals)</i>	
Date of birth	Place of birth
Present nationality²	Nationality at birth

2. CONTACT DETAILS

Postal address
.....

Telephone number(s)
.....

¹ Application to be typed, and to be made available in electronic format.

² 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>
.....
.....
.....
.....
.....

Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
.....
.....
.....
.....
.....

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

A large rectangular area containing horizontal dotted lines, typical of a writing template or a form for text entry.

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

.....
.....
.....
.....

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>		
FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS <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.