

Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
WCO Cell,

8th Floor Tower II Jeevan Bharti, Connaught Place, New Delhi – 110001

E-mail: indiawco-cbec@nic.in

F.No. 11000/2/2013-IC (ICD)

Dated: 22.09.2021

To,

All Members of CBIC,
All Pr. Chief/Chief Commissioners of Customs and Customs (Preventive),
All Pr. Chief/Chief Commissioners of CGST and Central Excise and Customs,
All Pr. Director/Director Generals of the CBIC,
All Joint Secretaries/Commissioners working in the Board.

Sir/Madam,

Subject: Vacancy for the post of Technical Officer in the World Customs Organization (WCO) Capacity Building Directorate – reg.

The World Customs Organisation (WCO) has invited nomination for the post of Technical Officer in Capacity Building Directorate (Grade A3) at the Secretariat of World Customs Organisation (WCO), Brussels.

In this regard, please also refer to the Annex I, II, for job Description and Conditions of Service respectively.

2. The main functions to be carried out by Technical Officer (Capacity Building Directorate) are as under:-

- 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.

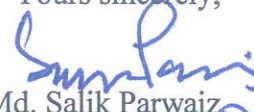
3. The Qualifications required for the said post are as under:-

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- 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, Russian or Spanish (written and spoken), would be advantageous.
- Additional assets: An ability to prepare functional user requirements for IT solutions would be advantageous.

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 08.10.2021. 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 approval from Board.

Yours sincerely,



Md. Salik Parwaiz

Joint Commissioner, WCO Cell

Enclosures

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

Proforma

1. Name, désignation of the officer

2. (a) Service/Cadre to which the officer belongs

(b) Present pay and pay level of the officer

3. Year of allotment to the cadre

4. Date of Birth

5. Whether the officer has completed 9 years in his/her own cadre (Yes/No):

6. 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.

7. Whether the officer has been on foreign assignment earlier, if so, the details thereof along with dates and the total period.
