

**Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
WCO Cell**

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

Dated: 09.02.2021

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 (Grade-A3) in the Compliance and Facilitation Directorate (Facilitation/Procedures) at the Secretariat of World Customs Organization (WCO)- reg.

The World Customs Organisation (WCO) has invited nominations for the post of Technical Officer (Grade-A3) in the Compliance and Facilitation Directorate (Facilitation/Procedures)

2. In this regard, please also refer to the **Annex I, II, and Annex III** for job description, conditions of service and application form respectively.

3. The main duties to be carried out by Technical Officer (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 Customs procedures and instruments on trade facilitation, which are prepared by the WCO for Members' guidance.
- Prepare working documents and briefings for Chairpersons and the Director for assigned meetings and prepare reports on those meetings. Similarly, prepare 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 Private Sector Consultative Group (PSCG), 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 and speeches to be given by the Secretary General and other senior Secretariat staff (previous experience of drafting briefing notes and presentations at Ministerial/Director General level would be advantageous).
- Design materials for, and lecture at, fora, conferences, seminars and training courses organized or 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.

4. The qualification and requirements for the post of Technical Officer (Facilitation/Procedures) are as under:-

- The candidate must have a university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- The candidate should have first-hand knowledge and a minimum of five years' experience in Customs procedures/facilitation matters.
- 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 excellent analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the WCO's 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.

5. In this regard, you are requested to forward the nominations with completed application forms of willing and suitable officers who fulfil the criteria specified by the WCO and vigilance clearance and APAR grading for the last five years along with the 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 **14.02.2021**. Incomplete applications and those received after the stipulated date will not be entertained.

6. 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. Annex III (Application form)
4. Proforma