

JOB DESCRIPTION

Post : **Technical Officer (Nomenclature)**
 Tariff and Trade Affairs Directorate

Grade : **A3**

Main functions

As an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System, the incumbent will be expected to carry out the following duties :

- Research and study classification questions under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Advise on policy issues and complex technical matters relating to the Harmonized System and classification, including the preparation of documents on such matters.
- Act as rapporteur in meetings of Committees, etc.
- Draft amendments and prepare updates to the Harmonized System, the Explanatory Notes, the Compendium of Classification Opinions, the Alphabetical Index and other HS-related publications.
- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, workshops, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and the Council, assist with preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- Draft articles for WCO publications and those of other international organizations.

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 and requirements

- Applicants for this position must have a university degree or equivalent professional qualification, comprehensive knowledge of the Harmonized System and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification, at the national level within their Customs administration.
- Applicants must have in-depth knowledge and experience of the Harmonized System. Specific experience in relation to Sections I to IV of the Harmonized System is highly desirable.
- Applicants must be proficient in drafting and speaking in French. A good working knowledge of English would be highly desirable. Knowledge of one of the WCO working language for HS matters (Arabic, Portuguese, Russian or Spanish) would be an asset. Knowledge of other languages (written and spoken) would be advantageous.
- Excellent oral and written communication skills are essential.
- The candidate should have shown within their national administration the capacity to assume responsibilities equivalent in level to those carried by the post offered.
- The candidate should have the background and experience to be able to :
 - work independently with limited personal supervision;
 - work effectively in small teams and groups;
 - respond flexibly to changes in priorities and requests for work; and
 - meet deadlines.
- It is a requirement to be able to interact appropriately and effectively with a wide range of people from across the WCO's global membership and from other international organizations, so excellent interpersonal skills and the ability to work in a culturally diverse environment is essential.
- This role includes capacity building work and the candidate should have sound abilities in training. This also requires the ability to identify problems and solutions and to be able to think and interact strategically and innovatively while exercising sound judgment.
- Research and analytical skills and the ability to write understandably on technical subjects are also key skills.
- Applicants are expected to be able to work with Microsoft Office software.
- The successful candidate will be required to behave in a manner consistent with the WCO's values and Code of Conduct during their contract and applicants will be expected to have demonstrated such values and conduct over their work history.

March 2020.