

F. No: 21000/18/2014- IC (ICD)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs (WCO Cell)
8th Floor, Tower 2, Jeevan Bharti Building,
New Delhi, Tel:- 011-21400124

Dated: The 26th December, 2019
New Delhi

To,

All Chief Commissioners of Customs and Customs (Preventive)
All Chief Commissioners of GST / Customs
All Director Generals
All Joint Secretaries/Commissioners working in the Board

Subject: Vacancy of a Technical Officer (Grade A3) in the Compliance and Facilitation Directorate (Facilitation/Procedures) at the WCO-reg.

Sir/ Madam,

The World Customs Organization (WCO) has invited nominations for a post of Technical Officer (Grade A3) in the Compliance and Facilitation Directorate at the WCO, Brussels, Belgium.

2. Technical Officer (Grade A3) in the Compliance and Facilitation Directorate (Facilitation/Procedures) at the WCO, ideally should have a minimum of five years general experience in Customs legislation/procedures and trade facilitation-related matters. The candidate would be able to demonstrate specific knowledge and experience in the field of Customs procedures and trade facilitation. Knowledge of, and/or experience with, implementation of rules as regards use of instruments like SAFE Framework of Standards, Revised Kyoto Convention, Single Window, Information Technology or arrangements on information exchange would be of advantage. International experience or experience working within an international organization would also be highly regarded. The main functions that the incumbent is required to carry out is detailed in Job Description (Annexure-1).

3. The qualifications required for the post of Technical officer (GRADE A3) is as follows:-


- 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 good analytical, drafting and oral communication skills.

- The candidate must 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.
- 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.

4. It is requested to forward nominations with completed application form of the willing and suitable officers, who fulfill the criteria specified by the WCO, along with the **vigilance clearance and APAR grading for the last 5 years** by e-mail to indiawco-cbec@nic.in and copy to jscus@nic.in and hardeep.batra@icegate.gov.in. The forwarding office must ensure that the applicant is free from vigilance angle. The nominations should be sent on or before **3rd January, 2020**. **Also, enclosed is a proforma to be filled and submitted along-with the application. Incomplete applications and those received after the stipulated date 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 into any correspondence with WCO in this regard. The nominations of suitable officers will be sent to WCO after approval of the Board.

Yours faithfully,


26/1/2020
(Hardeep Batra)
Commissioner (WCO Cell)

Encl:-

1. Job Description (Annex-I)
2. Conditions of Services(Annex-II)
3. Application Form
4. Proforma

PROFORMA

S.No.	Name of the Applicant	
1.	Designation	
2.	Batch	
3.	Current Charge held	
4.	Brief resume / description of Customs work handled by the officer during her/his service with specific inputs related to Capacity Building and job description details as required by WCO	
5.	Special Achievements/ Honour/Award / Commendation Certificate	
6.	APAR grading for last 5 years (in case of NRC, the APAR grading of the previous year to be provided)	<u>Year</u> <u>Grading</u>
7.	Vigilance Status	
8.	Contact details- Tel/Mobile	
9.	E-mail id	
10.	Aadhar No. (Enclose copy)	
11.	PAN No. (Enclose copy)	
12.	Details of official foreign visits / deputation / CDP during the last 03 years	
13.	Signature	

JOB DESCRIPTION

Post : **Technical Officer (Facilitation/Procedures)**
 Compliance and Facilitation Directorate

Grade : **A3**

Ideal candidate

The ideal candidate would have a minimum of five years general experience in Customs legislation/procedures and trade facilitation-related matters. The candidate would be able to demonstrate specific knowledge and experience in the field of Customs procedures and trade facilitation. Knowledge of, and/or experience with, implementation of rules as regards use of instruments like SAFE Framework of Standards, Revised Kyoto Convention, Single Window, Information Technology or arrangements on information exchange would be of advantage. International experience or experience working within an international organization would also be highly regarded.

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 Customs procedures and instruments on trade facilitation, including the Revised Kyoto Convention and the SAFE Framework of Standards, or e-commerce, which are prepared by the WCO for Members' guidance.
- Prepare working documents and briefings for Chairpersons and the Director for assigned meetings, such as the Permanent Technical Committee, the SAFE Working Group, the Working Group on E-Commerce and other relevant technical Committees, 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.



Annex I

- Write briefing notes, presentations/speeches 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, 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.

Qualifications

- 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 good analytical, drafting and oral communication skills.
- The candidate must 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.
- 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.

December 2019.

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 € 6,726.48 to € 9,093.83 (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 € 7,700; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 118,000.

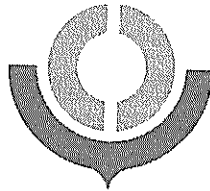
Duration of appointment

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

August 2019.

APPLICATION FOR THE POST OF

 WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

Please affix a
 passport-sized
 photograph

Family name <i>(in block capitals)</i>		Maiden name <i>(in block capitals)</i>	
First name(s) <i>(in block capitals)</i>			Sex <input type="checkbox"/> M <input type="checkbox"/> F
Date of birth		Place of birth	
Present nationality ¹		Nationality at birth	

¹ 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.



2. CONTACT DETAILS

Postal address

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Telephone number(s)

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E-mail address(es)

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3. PERSONAL DETAILS

Marital status

Single Married Other (please specify) :

Information about your spouse

Family name and first names(s) : Maiden name :

Date of birth : Nationality :

Profession :

Dependant(s) (*family name, first name, date of birth and relationship*)

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Compulsory military or non-military national service

Dates and latest rank :
Outstanding obligations (if applicable) :
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State of health

Have you ever suffered any serious illness or accident ? Yes No
Do you have a disability that should be taken into consideration ? Yes No

If yes, please give details :
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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
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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			
Spanish			
Other (1)			
Other (2)			

IT skills

List the word-processing and other software with which you are familiar

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Publication(s)

Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)

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5. PROFESSIONAL EXPERIENCE

Present post	Description of your duties
Since :	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>
Exact title of your post :	
Name and contact details of your employer	

Previous post	Description of your duties
From : To :	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>
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Exact title of your post :	
Name and contact details of your employer	



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

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

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

6. CANDIDATE'S VISION OF THE POST

Without exceeding the space provided, describe your vision of the post for which you are applying

A large rectangular area with a dotted grid pattern, intended for writing the candidate's vision of the post.

A large rectangular area containing horizontal dotted lines for writing.

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

Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character

FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS Address, telephone number, e-mail

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)