

JOB DESCRIPTION

Post : **Technical Officer (Compliance/Enforcement - CEN and GRN Programme)
Compliance and Facilitation Directorate**

Grade : **A3**

Ideal candidate

The ideal candidate would have a minimum of eight years general Customs experience in the enforcement field and would be able to demonstrate specific knowledge and experience in the fields of enforcement data management and international cooperation.

Main functions

The incumbent, as the Programme Manager of the Customs Enforcement Network (CEN) Programme and Coordinator for the Global RILO Network (GRN), will be expected to carry out the following duties :

- Implementation, management and monitoring of the WCO CEN Programme implementation plan under the WCO Strategic Plan.
- Drafting of policy and procedural documents. Undertaking studies and analyses on Customs enforcement matters associated with data collection and analysis, particularly in relation to management and maintenance of the CEN applications.
- Initiating any follow-up actions and identifying business benefits and resource constraints arising from undertaken studies and analyses.
- Delivery of technical assistance related to the CEN applications, in particular business analysis, planning of developments, oversight of the update phases, testing, implementation of new releases, and technical input for updates of user guides and training materials.
- Delivery of a training curriculum on the use of the CEN applications, including related themes such as Customs enforcement, risk management and intelligence, as well as other technical documents prepared by the WCO for Members' guidance.
- Coordination of the Global RILO Network, including acting as the focal point of contact for RILOs in relation to matters under the responsibility of the WCO Secretariat, ensuring the inclusion of the Global RILO Network perspective in strategic policy decisions undertaken by the WCO, and fostering collaboration among the Global RILO Network.
- Preparation of working documents and briefs for the Policy Commission and Council, assisting with the preparation of documents on cross-Directorate matters relating to technical committee meetings, and/or drafting the reports on those meetings.
- Representation of the WCO at official meetings, with Customs administrations, other international and regional organizations, and intergovernmental organizations with competence in Customs enforcement, particularly in the area of data management and analysis.

Annex II

- Developing productive working relations with relevant WCO working bodies, other organizations with observer status at the WCO, and private sector entities, ensuring the inclusion of other stakeholders' perspective in the strategic policy decisions undertaken by the WCO.
- Drafting briefing notes, presentations and speeches given by the Secretary General and other senior Secretariat staff.
- Designing materials for, and lecturing at, seminars and training courses supported by the WCO especially in the area of data management and analysis.
- Drafting articles for WCO publications and those of other international organizations.
- Liaising with delegates, in particular Customs Attachés posted in Brussels.
- Liaising with vendor IT companies to ensure proper maintenance and development of the CEN applications.
- Liaising with the Global RILO Network to foster cooperation between RILOs and the WCO.
- Organizing and managing relevant WCO working groups and official meetings.

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

- A university degree or equivalent professional qualification.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.
- The candidate must have experience in Customs enforcement, data management and analysis. Experience in developing and managing Customs Enforcement IT applications would also be advantageous.
- The candidate must have experience in information-sharing between Customs administrations, with law enforcement agencies and with other relevant stakeholders.
- The candidate must have good analytical, drafting, project management and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages. International experience with the organization and facilitation of workshops would be highly regarded.
- Good general knowledge of IT tools.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.

January 2021.