

## **JOB DESCRIPTION**

**Post :**     **Technical Officer (Compliance/Enforcement - Risk Management and Intelligence Programme)  
Compliance and Facilitation Directorate**

**Grade :**    **A3**

### **Ideal candidate**

The ideal candidate would have a minimum of eight years general Customs experience in enforcement and investigation and would be able to demonstrate specific knowledge and experience in the fields of risk management and intelligence. International experience or experience working within an international organization would also be highly regarded.

### **Main functions**

The incumbent, as the Programme Manager of Risk Management and Intelligence Programme, will be expected to carry out the following duties :

- Implementation, management and monitoring of the WCO Risk Management and Intelligence implementation plan under the WCO Strategic Plan.
- Draft policy and procedural documents and undertake studies and analyses on Customs enforcement matters associated with international cross-border activities, particularly in relation to risk management and intelligence .
- Initiate any follow-up actions and identifying business benefits and resource constraints arising from those studies.
- Deliver training and technical assistance in the area of Customs enforcement, in particular risk management and intelligence and other technical documents prepared by the WCO for Members' guidance.
- Prepare working documents and briefs for the Policy Commission and Council and assist with the preparation of documents for Chairpersons and on cross-Directorate matters relating to technical committee meetings, and/or draft the reports on those meetings.
- 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, in particular risk management and intelligence.
- Develop productive working relations with relevant WCO working bodies, 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, texts for presentations/speeches given by the Secretary General and other senior Secretariat staff.

## Annex I

- Design materials for, and lecture at, seminars and training courses supported by the WCO especially in the area of risk management and intelligence.
- 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 would be assigned to organize and manage relevant WCO official meetings and forums.

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, risk management and intelligence work. Experience in investigation would also 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. International experience on organizing and facilitating workshops would be highly regarded.
- Information Technology (IT) literate.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.

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**January 2021.**