

JOB DESCRIPTION

Post : Deputy Director (Facilitation/Procedures)
Compliance and Facilitation Directorate

Grade : A5

Main functions

Under the direction/guidance of the Director, Compliance and Facilitation :

- Manage the effective administration of the Facilitation/Procedures Sub-Directorate, supervising the staff assigned to the Sub-Directorate and monitoring and controlling their work, against set priorities and timelines.
- Provide leadership, management direction and support to the work of the Technical Officers and Technical Attachés, and Professional Associates, assigned to the Facilitation/Procedures Sub-Directorate in areas, such as :
 - Customs Procedures and Facilitation Instruments related to, for example : Revised Kyoto Convention (RKC), SAFE Framework of Standards (SAFE)/ Supply Chain Security, WTO Trade Facilitation Agreement (TFA), WCO Mercator Programme, Coordinated Border Management, Time Release Study;
 - Customs IT Solutions, including WCO Data Model, Single Window Concept;
 - Customs support in natural disaster relief;
 - Liaison and co-operation with other international organizations;
 - Contributions to other Agencies' initiatives and operations;
 - Organization of international and regional meetings, events and seminars;
 - Planning and managing the meetings of the WCO working bodies in the responsible areas, including the Permanent Technical Committee, SAFE Working Group, TFA Working Group, RKC Management Committee, Information Management Sub-Committee (IMSC);
 - Development of WCO standards, tools and instruments, and provide associated technical assistance and capacity building;
 - Production of the WCO publications relating to trade facilitation and procedures;
 - Supports with events planning and execution based on assignments, such as the Information Technology (TI)/Technology and Innovation (T&I) Conference and the Authorized Economic Operators (AEO) Conference;
 - Support the WCO Fellowship Programmes (English, French and Spanish);
 - Managing Sub-Directorate content for Members' Web site.
- Develop and maintain close working relationships, to efficiently share resources, manage workload and co-ordinate the cross cutting work and activities undertaken within the Compliance and Facilitation Directorate, and with the other Directorates of the WCO.
- 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

- University education or equivalent background.
- Extensive managerial experience, preferably in a Customs administration or in a Customs and trade context.
- Extensive experience with computerization of Customs procedures.
- Comprehensive knowledge of Customs laws and regulations.
- Proven capacity, either in the headquarters of a national administration or in an international organization, to assume responsibilities equivalent to those carried by the post offered.
- Background and experience to be able to manage and direct the detailed studies and projects entailed by the work for which he/she will be responsible.
- Personal qualities such as to ensure the establishment and maintenance of good relations with national and international stakeholders.
- Proficiency in speaking and drafting in one of the official languages of the Organization (English or French) and a good working knowledge of the other. Additional knowledge of other languages may be an asset.
- Good inter-personal skills with the ability to work successfully in a multi-national environment, and with a very diverse group of professionals.
- Demonstrated excellent verbal and written communications skills and public relations skills.
- Experience in using office word processing and information technology.

September 2018.