

## **JOB DESCRIPTION**

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

**Grade :**     **A3**

### **Ideal candidate**

The ideal candidate for this position would be a senior enforcement practitioner who has had representational experience, is politically aware and astute, and who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related cross-border compliance activities.

The ideal candidate would also bring a strategic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO.

### **Main functions**

Under the authority of the Director, Compliance and Facilitation :

- Manage the efficient day-to-day administration of programmes associated with enforcement in general, and especially in a variety of areas such as drugs and precursors, commercial fraud, money laundering and environmental crime.
- Draft policy and procedural documents and undertake studies and analyses on Customs legislation, and activities associated with international cross-border compliance and enforcement controls.
- Coordinate cross-border enforcement operations at international level agreed by Members.
- Prepare working documents and briefs for the Policy Commission and Council and draft documents for Chairpersons and on cross-Directorate matters associated with meetings of technical Committees, and/or prepare reports on those meetings.
- Design and deliver training and technical assistance in the area of Customs compliance and enforcement utilizing tools such as the Revised Kyoto Convention, SAFE Framework of Standards, the CEN computer network and other technical documents prepared by the WCO for the guidance of Members.
- Represent the WCO at meetings, with Customs administrations, other international and regional organizations and/or in intergovernmental organizations that have international cross-border compliance/enforcement interests and responsibilities.
- Develop productive working relationships with the private sector, other organizations with observer status at the WCO to ensure that stakeholders' needs are considered, where necessary, during the development of policy and procedures.
- Oversee and draft briefing notes, scripts for presentations/speeches given by the Secretary General and other senior Secretariat staff.

## Annex I

- Develop materials for, and lecturing at, seminars and training courses supported by the WCO.
- 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**

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants should have a minimum of four years' experience as a senior investigator within a Customs administration or an international organization along with the ability to demonstrate extensive experience in cross-border-related law enforcement policy development and operations delivery.
- Applicants must be proficient in drafting documents 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 such as Spanish or Arabic (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 WCO's 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.

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**November 2018.**