

**JOB DESCRIPTION**

**Post :**      **Technical Officer**  
                  **Capacity Building Directorate**

**Grade :**     **A3**

**Main functions**

A variety of functions are to be performed in the areas of Capacity Building, reform and modernization, training, technical assistance and integrity development. The person appointed will be assigned primary responsibility for one or more of these functions but will be required to contribute to the others. The functions may include :

- Provide Capacity Building support and advice to Members in various areas of organizational development.
- Develop initiatives, research and strategies to promote Capacity Building in the Customs administrations of developing and least developed countries.
- Write Capacity Building policy papers, especially for the WCO Policy Commission and Capacity Building meetings.
- Initiate, develop and maintain WCO Customs Capacity Building instruments and tools (organizational performance measurement tools, Maturity Models and other evaluation criteria that can support measurement of Members' progress towards implementation of WCO standards, tools and instruments including TFA implementation).
- Act as a "Regional Development Manager" for one of the regions of the WCO by closely cooperating with the Members of the region, the Regional Office for Capacity Building, the Regional Training Centres and other regional stakeholders in the area of Capacity Building.
- Co-ordinate and manage regional development initiatives and provide support to WCO Capacity Building regional structures.
- Represent the WCO at meetings and other fora.
- 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 combination of professional experience, skills and knowledge relevant to the position.
- Demonstrated working experience in Customs management, particularly in performance management, reform and modernisation projects.
- Demonstrated experience in some or all of the following : preparing project proposals/documents; managing mid- to long-term Capacity Building projects; managing project funds; engaging with Customs stakeholders including from other governmental agencies, private sector, academia and donor partners; providing advice to senior management; facilitating events/training/discussions; managing human resource policy and development issues.
- Strong interpersonal skills, writing and communication skills and team-orientation.
- 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.

**Additional assets**

- Demonstrated ability to develop initiatives and strategies related to Organisational Performance Measurement and/or integrity and internal audit systems within the Customs environment particularly in developing and/or least developed countries would be an advantage.
- Additional professional language skills (written and spoken), especially in Arabic, Russian, Spanish or Portuguese, would be advantageous.

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**October 2017.**