

VACANCY ANNOUNCEMENT

WCO-ESA Project “To progress the TF agenda, within the framework of the WCO Mercator Programme” 2016 - 2018

Project Assistant

INTRODUCTION

The World Customs Organization (WCO) is an intergovernmental organization, established in 1952, and focused on Customs matters. With its worldwide membership, the WCO is the voice of the global Customs community. It is particularly noted for its work in areas covering the development of global standards, the simplification and harmonization of Customs procedures, trade supply chain security, the facilitation of international trade, the enhancement of Customs enforcement and compliance activities, anti-counterfeiting and piracy initiatives, public-private partnerships, integrity promotion and sustainable global Customs capacity building programs. The WCO also maintains the international Harmonized System goods nomenclature and administers the technical aspects of the World Trade Organization’s Agreements on Customs Valuation and Rules of Origin.

The WTO Trade Facilitation Agreement is the first multilateral trade agreement to be concluded since the WTO was established. Once it enters into force, the Agreement is expected to reduce total trade costs by more than 14 per cent for low-income countries and more than 13 per cent for upper middle-income countries by streamlining the flow of trade across borders. Developing and least-developed countries may require help to implement the provisions of the TFA. WTO members have therefore established the Trade Facilitation Agreement Facility as a means to assist developing and least-developed countries in securing assistance and support.

In response to the TFA, the WCO launched the Mercator Programme in June 2014, which is aimed at assisting governments worldwide to implement the TFA expeditiously and in a harmonized manner by using core WCO instruments and tools such as the Revised Kyoto Convention (RKC). With a wealth of expertise and experience in global Customs technical assistance and capacity building, including a network of accredited experts at its disposal and comprehensive donor engagement mechanisms, the Mercator Programme provides tailor-made support for implementing trade facilitation measures.

PROJECT OVERVIEW

Finland and the WCO have cooperated to successfully deliver a multi-year agreement since 2011 on a Capacity Building Project to build trade capacity through Customs modernization in the East and Southern Africa region. Based on the significant results and progress achieved, Finland and the WCO have conceived a new capacity building project to further strengthen the capabilities of Customs administrations in the ESA region for their modernization efforts to implement Customs standards and good practices, and the WTO TFA/TF measures.

The proposed 3 year Customs Capacity Building Project “**To progress the trade facilitation (TF) agenda, within the framework of the WCO Mercator Programme in the East and Southern Africa Region**” is developed for the entire WCO ESA region¹.

¹ The Members of the ESA Region are: Angola, Botswana, Burundi, Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Swaziland,

Goal

The goal is to contribute to increased intra-African trade and increased trade between the ESA region and the rest of the world through support with the implementation of the WTO TFA.

Objective

Customs administrations in the ESA region are efficiently managed have good governance, and modern working methods to implement trade facilitation measures and strict law enforcement.

Key results will be achieved in the following areas:

- Improved capacities to enable implementation of the TFA measures;
- Accession to the WCO Revised Kyoto Convention (RKC) and progress towards implementation of RKC standards;
- Holistic Risk Management implementation;
- Single Window implementation;
- Efficient and effective human resource management; and
- Capacity development of ESA Regional Training Centres as Centres of Excellence.

Priorities of WCO ESA Customs administrations will be addressed based on four functional project components:

- Trade Facilitation and WCO Mercator Programme;
- Organizational / Institutional Capability;
- Human Resource Management and Development; and
- Sustainable Regional Expertise and Autonomy.

The project has an updated streamlined logical framework and a work programme for the first year already. The Project Manager is therefore expected to build on the existing progress by undertaking duties as defined in the Job description.

JOB DESCRIPTION

Post: Project Assistant for WCO-FINLAND ESA Project *“To progress the trade facilitation (TF) agenda, within the framework of the WCO Mercator Programme” 2016-2018*

Responsibilities

Working with the Project Manager for WCO Mercator Programme in the East and Southern Africa Region and reporting to both the Project Manager and WCO Headquarters, Director Capacity Building in Brussels, the Project Assistant will support the administration and implementation of the programme, in particular, the sub-component activities of Components 1 and 2 of the programme:

Component 1 – Trade Facilitation and Customs Reform

Sub-Component 1 - Revised Kyoto Convention RKC and Trade Facilitation Agreement TFA

Sub-Component 2 - Risk management

Sub-Component 3 - Implement Single Window

Sub-Component 4 - Implementation of the other TFA Articles

Tanzania, Uganda, Zambia and Zimbabwe. The WCO Regional Office for Capacity Building located in Kenya coordinates capacity building activities in the region and is supported by four Regional Training Centres.

Component 2 – Human Resource Management and Development

Sub-Component 1 - Support to Integrated HR Management by Implementing the WCO Framework of Principles and Practices on Customs Professionalism

Sub-Component 2 - Support to the Regional Training Centres

Sub-Component 3 - Support for development of an e-learning course for Customs on Gender Equality

Under the supervision and with the guidance of the Project Manager, the incumbent will:

- Ensure the effective administration (incl. processing claims, invoices, drafting letters, logistics of missions and events) of the programme;
- Procurement and contracting processes under the programme;
- Communication and visibility efforts of the programme (drafting articles, visibility of the programme on social networks, design of visibility material);
- Supporting with the implementation of some programme activities; and
- Other programme-related duties.

QUALIFICATIONS

Education

- University Bachelor degree or higher, in a relevant field of study (Project Management, Business Administration, Trade, Law, Economics, Political Science, International Relations, Communication, Marketing) or an equivalent combination of education, skills and experience.

Experience

- Experience in providing administrative and logistical support to programmes/projects is requested;
- Experience in project management and procurement in the context of capacity-building and international development is requested;
- Experience (at least 6 months) in carrying out communication and visibility efforts is requested;
- Preference may be given to candidates with relevant experience in the field of Customs; and
- Preference may be given to candidates familiar with the context of international organizations.

Competencies

- Excellent organizational skills;
- Excellent communication (oral and written) skills in both English and French;
- Strong interpersonal skills and team spirit;
- Knowledge of procurement processes;
- Knowledge of project cycle management;
- Knowledge of social networks communication (LinkedIn, Facebook, etc.) and of communication material design (leaflets, newsletter, logos, FAQs, etc.);
- Ability to work in an international and multicultural environment;
- Ability to manage multiple activities and priorities simultaneously;
- Ability to use common software and project management software (MS Office, internet etc.);
- Demonstrates willingness to learn and develop as a professional.

CONDITIONS

- Two (2) years contract with possibility of renewal [until December 2019] based on performance and available funding;
- Probationary period: 3 months
- Reports directly to the Project Manager for WCO Mercator Programme in the East and Southern Africa Region and the WCO Director of the Capacity Building Directorate;
- Full-time employment (37.4 Hours weekly), in the East and Southern Africa Region;
- Salary commensurate to the incumbent's profile and experience up to 4,000 EUR/month net all-inclusive, based on contract; and
- Annual paid leave.

The Project Assistant for WCO Mercator Programme in the East and Southern Africa Region will be responsible for their own taxation, pension, health and other similar emoluments.

The Project Assistant must follow administrative and service rules, guidance and recommendations provided by the WCO.

He/she shall not seek or accept any other employment or instructions in connection with the exercise of his/her functions from any government or any authority other than the WCO.

APPLICATION

The onus is on the applicant to demonstrate how he/she meets each of the education and experience requirements.

Interested candidates should submit their applications no later than **18 November 2016, 17:00 PM CET**, including a cover letter (1 page max) and curriculum vitae (5 pages max) in English to:

**World Customs Organization
Administration and Personnel Section
Rue du Marché, 30
B-1210 Brussels, Belgium**

By email to: wco.esatradecapacityproject@wcoomd.org

The subject of the candidate's application message must read as follows:

WCO – FINLAND ESA Project – Project Assistant – Application – LAST NAME / FIRST NAME of Candidate

The WCO thanks all interested applicants, however only short-listed applicants will be contacted.