



**World Customs Organization
Organisation mondiale des douanes**

Policy and Standards Directorate

Technical Officer, Enforcement Policy Unit (Environment)

1. INTRODUCTION

The World Customs Organization (WCO) is an independent intergovernmental body, established in 1952 as the Customs Co-operation Council (CCC), whose mission is to enhance the effectiveness and efficiency of Customs services across the globe. The WCO represents 187 Customs administrations that collectively process approximately 98% of world trade. As the global centre of Customs expertise, the WCO is the only international organization with competence in Customs matters.

As a forum for dialogue and exchange of experiences between national Customs delegates, the WCO offers its Members a wide range of conventions and other international instruments, as well as technical assistance and training services provided either directly by the Secretariat, or with its participation. The Secretariat also actively supports its Members in their endeavours to modernize and build capacity within their national Customs administrations, as well as fostering international cooperation among them.

2. SHORT DESCRIPTION OF THE VACANT POSITION

The Enforcement, Facilitation & Technology Sub-Directorate in Policy and Standards Directorate is looking to recruit an official as a Technical Officer who will work on Environment related matters.

The Enforcement, Facilitation & Technology Sub-Directorate is tasked with overseeing the development, update, maintenance and promotion of WCO instruments and tools in the areas of Customs enforcement, trade facilitation and technology.

Reporting to the Head of Unit, Enforcement Policy Unit, the Technical Officer will be primarily responsible for work related to Customs enforcement of environmental legislation, including the review, maintenance, and further development of WCO tools, guidance materials, and operational instruments related to environmental compliance.

As outlined under the main accountabilities, the work is a primarily a mix of supporting WCO Members through the organisation of meetings, including the preparation of documents, research on the technical subject, and the preparation of tools and guidelines. When required, the Technical Officer would also be expected to lead or contribute to capacity building activities in Member countries or represent the WCO at international fora and in meetings with Members, relevant partners and stakeholders.

This position would suit a motivated policy expert with strong analytical and drafting skills, who enjoys working in an international environment and engaging with diverse stakeholders.

3. MAIN ACCOUNTABILITIES

Under the supervision of the Head of Enforcement Policy Unit, the position holder will focus on the following key activities:

- Work supporting WCO working bodies, including, but not limited to, preparing agendas, documents, work programmes, briefings, reports, and web articles, and, when appropriate, facilitating discussions in, or associated with, the meeting.
- Research and analyses of technical matters and preparation of tools, including, but not limited to, preparing working documents and reports for meetings and the production of studies and analyses, as required.
- Training, tutoring and other capacity building activities when required, including, but not limited to, work on the accreditation of experts and technical assistance to WCO Members on the adoption and implementation of WCO instruments and tools, and tutoring for WCO programs as required.
- Representation work for the WCO when required, including, but not limited to, presentation or attendance at meetings, seminars, and conferences, held in by Customs administrations, other international and regional organizations and/or intergovernmental organizations, or organized or supported by the WCO.
- Coordination and liaison when required with other international and intergovernmental organizations to exchange information and technical assistance and with Members' personnel, particularly with Customs Attachés posted in Brussels.
- Drafting and editing of public facing information as required, including, but not limited to, the drafting and editing of content and preparation of proofs for hard-copy or electronic publication of instruments and tools, and drafting information of a policy, procedural and technical nature for publication through the WCO Website.
- Provision of technical advice as required, including, but not limited to, drafting responses to requests for advice from Members and queries from external stakeholders, and writing briefing notes, presentations/speeches to be given by the Secretary General and other senior Secretariat staff as assigned.
- Collaborative work on cross-cutting matters as required, working with other Units in the WCO.

4. EDUCATION

- A minimum of an undergraduate degree in a relevant field and/or an acceptable combination of education, training and/or experience.

- Accreditation, pre-accreditation, or recognition as WCO expert in the environment matters or another enforcement area will be considered indicative of subject matter expertise.

5. EXPERIENCE AND ESSENTIAL QUALIFICATIONS

- Minimum 7 years' experience in Customs, with experience relating to restrictions and prohibitions in the environmental domain, from a Customs administration.
- Extensive experience in data analysis, trend analysis, information exchange and training in the area of Customs enforcement.
- Experience in international co-operation in Customs matters.
- The capacity to deliver training and technical assistance to Customs administrations and have a strong knowledge of the relevant Multilateral Environmental Agreements with trade related measures.
- Strong interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.
- Strong analytical skills and proven experience in working effectively under pressure.
- Able to deliver clear and concise presentations in one of the WCO's official languages (English or French) both virtually and in-person to large audiences.
- Proficiency in standard computer applications (MS 365).

6. ADDITIONAL DESIRABLE BUT NON-ESSENTIAL QUALIFICATIONS

- Good knowledge of the WCO's policies and priorities, as well as of its administrative practices and procedures.

7. LANGUAGES

- Fluency in English and/or French.
- Knowledge of the other official WCO language and/or of another working language used at the WCO would be considered an asset.

8. CONTRACT AND CONDITIONS

- Staff member under WCO contract of five (5) years, with the possibility of renewal up to a maximum total duration of appointment at A-Grade of 10 years;
- Probationary period: six (6) months;
- Full-time employment (thirty-seven (37) hours and forty (40) minutes weekly) at WCO Headquarters in Brussels, Belgium;
- Thirty (30) days of annual paid leave;
- Salary based on the Co-ordinated Organisations' salary scale, grade A3, step 1; amount of 8,091.28 EUR/month (remuneration exempted from income tax in Belgium);
- The basic salary can be augmented by allowances based on the staff member's eligibility, and it is subject to the mandatory withholding of terminal allowance (for retirement planning) and medical and life & disability insurance contributions.

This position is subject to the WCO Staff Manual (for permanent staff). If a candidate is related to current WCO staff members (spouse, father, mother, son, daughter, brother or sister), they are required to specifically indicate this in the application.

9. APPLICATION AND RECRUITMENT PROCESS

Interested candidates should submit their application for review no later than **8 February 2026, midnight Central European Time (CET)**, including a CV and motivation letter in English or French. This application should be sent by email to: EPUenvironment.vacancy@wcoomd.org.

The subject line of the email sent by each candidate should clearly indicate the job vacancy for which they are applying.

The onus is on the applicant to demonstrate how they meet each of the essential qualifications and requirements. Applicants are encouraged to describe tangible achievements in their CV and motivation letter, as well as to include contact details for referees.

Only short-listed candidates will be contacted for an assessment, which may include a written test and/or an interview. All short-listed candidates may be requested to provide copies of their original diploma, certificates and proof of relevant experience. Pre-selected candidates may also be subject to reference checks to confirm the information provided in their application.

Interested candidates may submit a request for additional information via email, providing their full name and contact details.

The evaluation of applicants will be conducted on the basis of the information submitted in the application, according to the criteria for the position and the applicable WCO rules.

10. ADDITIONAL INFORMATION

The WCO is committed to the principles of integrity, transparency and accountability, as well as to promoting diversity among its staff members. Accordingly, applications from qualified candidates, irrespective of gender, will receive equal treatment and due regard will be paid to the importance of recruiting nationals from WCO Members on as wide a geographical basis as possible. The age limit for employment at the WCO is 65. Please note that the WCO Headquarters building is a non-smoking environment.

Any personal data collected and processed as part of the recruitment procedure will be in accordance with the WCO's Personal Data Protection Policy (available on the WCO website: <https://www.wcoomd.org/en/about-us/legal-instruments/policies.aspx>). Any questions or complaints in this regard may be addressed to the WCO's Data Protection Officer (dpo@wcoomd.org).