



World Customs Organization Organisation mondiale des douanes

LEGAL AND PROCUREMENT SERVICE

LEGAL ADVISOR (Short-term)

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 Legal and Procurement Service is seeking a short-term contractor to serve as a Legal Advisor (Short-Term) for a fixed and non-renewable six-(6-)month term (from 1st of March until end of August 2026), providing legal support during a maternity leave and contributing to the delivery of high-quality legal services.

The Legal Advisor (Short-term) will assist the Head of the Legal and Procurement Service by providing legal support in the negotiation and drafting of agreements, supporting the management of disputes and arbitration procedures, conducting legal research (particularly in contract, commercial, international, liability, and intellectual property law) and contributing to internal policies and guidelines, as well as other legal tasks as assigned.

3. MAIN ACCOUNTABILITIES

Under the supervision of the Head of Legal and Procurement Service, the Legal Advisor will focus on the following key activities:

1. Assisting in the negotiation and drafting of agreements between the WCO and private bodies, Members, other International Organizations and other public bodies;
2. Drafting notes and conducting research on any legal issue of interest to the WCO, in particular on matters of contract law, commercial law, public international law/law of international organizations, liability law and intellectual property law;
3. Assisting in the drafting and amending internal policies, rules or guidelines;
4. Assisting in the management of disputes in (extra-)contractual matters, in cooperation with external legal counsel where appropriate, and implementing the WCO's arbitration procedure; and
5. Dealing with any other legal matters brought to the attention of the Legal Service and any related tasks that may be entrusted by the Head of the Legal and Procurement Service.

4. EDUCATION

- University degree in law (Master's or equivalent).

5. EXPERIENCE AND ESSENTIAL QUALIFICATIONS

- A minimum of two (2) years' proven professional experience in drafting and negotiating agreements with private and/or public entities;
- Strong legal research and analytical skills;
- Ability to draft clear and concise legal documents, notes, and internal guidelines;
- Strong organizational skills and attention to detail;
- Ability to work in a multicultural, international environment;
- Good communication and interpersonal skills;
- Team-oriented with a proactive approach to problem-solving.

6. ADDITIONAL DESIRABLE BUT NON-ESSENTIAL QUALIFICATIONS

- A specialization and/or additional qualification in contract law/commercial law, law of international organizations, and/or international civil service law and/or admission to practice law in any WCO Member jurisdiction;
- Experience in an international, multicultural, and multilingual environment; and
- Any professional experience in a similar role within an international organization.

7. LANGUAGES

- Fluency in English and French, the official working languages of the WCO.

8. CONTRACT AND CONDITIONS

- Staff member under short-term contract of six (6) months (ideally from 1st of March until end of August 2026), without possibility of renewal (temporary mission to cover maternity leave);
- Probationary period: one (1) month;
- The position may be offered on a part-time or full-time basis at WCO Headquarters in Brussels, Belgium, depending on the selected candidate's experience and availability.
- 2.5 days of annual paid leave per month;
- Full time salary of 4.685 EUR/month all-inclusive, paid pro-rata for a part-time appointment (remuneration exempted from income tax in Belgium);
- Compulsory WCO health insurance deducted from the salary (approximately 71 EUR/month).

This position is subject to the Manual for Short-Term Contractors. The successful applicant shall not acquire the right subsequently to occupy a permanent position within the WCO. The successful applicant will not be affiliated to any WCO retirement fund or pension scheme. 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 **15 February 2026**, including a CV and motivation letter in English or French. This application should be sent by email to: legaladvisor@wcoomd.org

The subject line of the email sent by each candidate should clearly indicate their first and last names.

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.

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).