



World Customs Organization
Organisation mondiale des douanes

IMPLEMENTATION AND CAPACITY DEVELOPMENT DIRECTORATE
CAPACITY DELIVERY SUB-DIRECTORATE

Security Unit

Countering Chemical and Biological Weapons Proliferation Project
Coordinator

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 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 foster international cooperation amongst them.

2. PROJECT BACKGROUND

The WCO Project on Countering Chemical and Biological Weapons Proliferation Through Australia Group Strategic Trade Controls (hereinafter, CCBWP Project) was initiated in 2026, building on the Strategic Trade Controls Enforcement (STCE) Programme that in the last ten years has developed a range of tools and instruments to support Customs effectively detect, deter and interdict illicit

shipments of controlled strategic goods and commodities. STCE is vital for preventing the proliferation of chemical and biological weapons (CBW) while supporting the legitimate trade of chemicals, biological agents, related equipment, technology, and dual-use goods. This three-year Project will deliver targeted capacity-building assistance to strengthen the ability of six priority countries in three WCO regions to comply with and enforce the CBW control lists of the Australia Group.

3. MAIN OBJECTIVES OF THE PROJECT

The CCBWP Project builds on the foundation of the WCO STCE Programme and is focused both on the development and refreshing of tools and instruments and on the delivery of Member focused capacity building. Its objectives include increased awareness by WCO of the gaps in knowledge and capabilities of Customs administrations in beneficiary countries to enforce controls lists related to biological and chemical dual-use goods; increased capacity to enforce customs controls related to biological and chemical dual-use goods; improved performance of Customs administrations in beneficiary countries to adhere to and enforce the Australia Group's controlled lists to regulate biological and chemical dual-use goods; and ultimately reduced threats to the international community posed by the proliferation and use of Weapons of Mass Destruction (WMD) by state and non-state actors.

Specific deliverables include:

- (a) the development of dedicated needs assessment for the six beneficiary countries;
- (b) developing an implementation roadmap for each country and tailored CBW controls lists;
- (c) delivery of tailored technical assistance through trainings and workshops;
- (d) evaluation of the impact of these activities at the end of the project.

4. MAIN ACCOUNTABILITIES

Under the supervision of the Technical Officer of the Security Unit, the Project Coordinator will focus on the following key activities:

i. Management

- (a) Manage project staff in accordance with the WCO's values, Staff Manuals and policies, including management of leave and attendance, recruitment, onboarding, offboarding and associated knowledge transfer, as well as staff welfare, liaising with the Human Resources (HR) Service and other relevant services, as required.
- (b) Assign tasks to project staff, ensuring alignment with individual skills and capacities, balancing workloads to the extent possible, and setting deadlines and expectations.
- (c) Provide guidance and direction to project staff, ensuring ongoing two-way feedback, setting objectives and development plans, conducting performance evaluations, and identifying opportunities for development.
- (d) Ensure effective communication and knowledge-sharing within the project, and in coordination with other managers in the WCO.

ii. Delivery Management

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- (e) Providing a strategic direction for the Project, while ensuring alignment with WCO strategic plan;
- (f) Organizing, managing and conducting national high-level initiation events and assessment missions in six beneficiary countries, as well as national trainings, assessment and evaluation;
- (g) Developing implementation roadmap and tailored CBW control lists for six beneficiary countries;
- (h) Overseeing and contributing to the development of a Guide in the area of countering proliferation of chemical weapons for Customs administrations;
- (i) Coordinating actively with relevant international organizations to maximize the impact of the Project and avoid overlapping activities;
- (j) Contributing to WCO corporate reporting and statutory meetings;
- (k) Acting as a primary focal point with the Donor.

ii. Project Management, Monitoring and Evaluation

- (l) Preparing, managing and monitoring a work plan to outline the schedule for the delivery and review of each Project activity, as well as logframe, risk register and other project management documentation;
- (m) Working closely with WCO Accounting, Legal and Project Management Office where relevant;
- (n) Managing the project budget using WCO financial systems and tools;
- (o) Completing regular internal and donor reporting, including producing a final project report, as well as a financial report at the end of the Project;
- (p) Implementing and assuring adherence to WCO personnel, accounting and travel policies;
- (q) Coordinating input from other WCO project activities in the security domain to ensure and prevent any duplication of effort and conflicts of interest;
- (r) Supporting external audits, evaluations and monitoring activities.

III. Production of Project outreach and communication materials and implementation

- (t) Representing WCO and the Project in relevant fora organized by INTERPOL, Organization for Prohibition of Chemical Weapons (OPCW), World Organization for Animal Health (WOAH) and other relevant organizations;
- (u) Drafting social media and web articles, and other Project communication and visibility activities in cooperation with the Communications Service.

IV. Any other Project-related duties as may be assigned by the line manager

5. EDUCATION

- University level degree in the field of international relations/security/development cooperation/chemistry/biology/engineering or related fields, or an equivalent combination of education, skills and experience.

6. EXPERIENCE

- Middle to senior level professional with a minimum seven (7) years of previous experience in project management in Customs or other law enforcement security context;
- Proven expertise in the CBRN domain;
- Experience of managing diverse and remote teams;
- Experience in donor coordination and consultation, as well as donor reporting;
- Experience in the planning, delivery, monitoring and evaluation of capacity building and technical assistance initiatives in Customs and/or other law enforcement agencies;
- Experience of working with Customs administrations from different regions and knowledge of capacity and capability issues they face;
- Experience in budget management and financial reporting; and
- Experience in and/or knowledge of the functioning of international organizations would be an asset.
- Project management certification (e.g. Prince2; PMP, Agile/Scrum) would be an advantage.

7. LANGUAGES

- Fluency in English is mandatory; and
- Knowledge of French, Spanish or Portuguese would be an asset.

8. COMPETENCIES

- Ability to work constructively in a small team and in a multinational environment;
- Willingness to travel;
- Strategic mindset;
- Ability to motivate a team;
- Excellent organizational skills;
- Excellent communication skills (oral and written);
- Ability to work under pressure and adhere to tight deadlines;
- In-depth knowledge of Microsoft Office 365; and
- Ability to adapt to the administrative and financial tools used by the WCO.

9. CONTRACT AND CONDITIONS

- Staff member under short-term contract of two (2) years with the possibility of renewal based on budget availability and performance;
- Probationary period: six (6) months;
- Full-time employment (37 hours and 40 minutes weekly) at the WCO Headquarters in Brussels, Belgium;
- 30 days of annual paid leave;
- Salary starting from 8,000 EUR/month all-inclusive (remuneration exempted from income tax in Belgium) depending on qualifications and experience; and
- Compulsory WCO health insurance deducted from the salary (around 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 post within the WCO. The successful applicant will not be affiliated to any retirement fund or pension scheme taken by the WCO. If a candidate is

related to current WCO staff members (spouse, father, mother, son, daughter, brother or sister), he/she is required to expressly indicate this in the application.

10. APPLICATION AND RECRUITMENT PROCESS

Interested candidates should submit their application for review no later than 13 March 2026, including a CV and motivation letter in English. This application should be sent by email to:

BiochemPM.vacancy@wcoomd.org

The subject line of the email should clearly indicate the name of the candidate.

The onus is on the applicant to demonstrate how he/she meets each of the essential qualifications and requirements. Applicants are encouraged to detail concrete achievements in their CVs and/or in their cover letters as well as include references.

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 the application.

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

11. ADDITIONAL INFORMATION

The WCO values commitment to the principles of integrity, transparency and accountability as well as values 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 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>) and any questions or complaints may be addressed to the WCO's Data Protection Officer (dpo@wcoomd.org).