



## **IMPLEMENTATION AND CAPACITY DEVELOPMENT DIRECTORATE CAPACITY DELIVERY SUB-DIRECTORATE**

### **Security Unit**

### **Countering Chemical and Biological Weapons Proliferation Project Support Officer**

#### **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 to comply with and enforce the CBW control lists of the Australia Group.

### **3. MAIN OBJECTIVES OF THE PROJECT**

This 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 WMD by state and non-state actors.

Specific deliverables include:

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

### **4. MAIN ACCOUNTABILITIES**

Under the supervision of the Project Coordinator, the Project Assistant will focus on the following key activities:

#### **i. Assisting with all administrative tasks associated with CCBWP Projects:**

- (a) Ensuring the effective administrative project support by estimating costs, processing claims and invoices, drafting letters, making logistical arrangements for missions, events or training, and scheduling meetings, including online engagements;
- (b) Assisting with reporting, including the regular progress reports to management;
- (c) Submitting travel requests according to the WCO procedures;
- (d) Maintaining Project documents and archives;
- (e) Supporting procurement and contracting processes;
- (f) Supporting the revision (editing) of training materials (non-Customs related parts of the materials);
- (g) Supporting the preparation of Project-related documents and correspondence;
- (h) Performing basic data extractions from the relevant WCO databases when required;
- (i) Supporting liaison process with external stakeholders, such as donors, Member administrations, partner organizations and experts; and

- (j) Responding to general queries in relation to activities planned under Projects in the Security Unit;

**ii. Assisting with the preparation of outreach and communication materials and implementation:**

Contributing towards drafting the social media and web articles, and other communication and visibility activities.

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

**5. EDUCATION**

- University degree in the field of project management/administration/international relations/development cooperation or related fields.

**6. EXPERIENCE**

- Minimum three (3) years of previous experience in providing administrative and logistical support in a programme/project context is required;
- Previous experience in working in an international environment;
- Experience in supporting the organization of workshops, meetings and events (virtual and physical);
- Experience in compiling and analysing budget statistics and other related financial information;
- Experience with large databases (Excel);
- Experience in and/or knowledge of the functioning of international organizations;
- Experience with ERP and other procurement systems would be beneficial.

**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;
- Excellent organizational skills;
- Excellent communication skills (oral and written);
- Ability to work under pressure and adhere to tight deadlines;
- In-depth knowledge of MS office (Word, Excel and PowerPoint); 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;

## **WCO I OMD Vacancy Notice**

- 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 3,700 EUR/month all-inclusive depending on experience (remuneration exempted from income tax in Belgium); 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:

[Biochemassistant.vacancy@wcoomd.org](mailto:Biochemassistant.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).