



**World Customs Organization
Organisation mondiale des douanes**

**IMPLEMENTATION AND CAPACITY DEVELOPMENT DIRECTORATE
IMPLEMENTATION SUPPORT SUB-DIRECTORATE**

EXPERT MOBILIZATION & CURRICULUM MANAGEMENT UNIT

Curriculum Development Expert

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 186 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 Expert Mobilization & Curriculum Management Unit sits within the Implementation Support Sub-Directorate of the Implementation and Capacity Development Directorate. The Sub-Directorate is tasked with overseeing the full capacity building lifecycle, from needs assessment and experts management, to development of curricula and E-learning, to performance measurement and quality assurance.

In July 2025, the WCO Council endorsed a new Capacity-Building Paradigm, which aims to establish a novel way to plan, deliver and assess capacity-building delivery and implementation support. At the heart of this paradigm is a call for shared responsibility among all stakeholders - the WCO, beneficiary Members, regional entities and technical experts - to ensure that capacity-building interventions are relevant, evidence-based and timely, as well as measurable and impactful.

Building on this Paradigm, the WCO has introduced a revised approach to training for capacity delivery, including the creation of a new curriculum development function within the WCO Secretariat and expanding the integration of digital and face-to-face learning modalities in blended learning. By adopting a curriculum-centred methodology, the WCO Secretariat embraces a significant shift in its training approach, moving towards a more systematic, learner-focused and harmonized framework. This will strengthen alignment with strategic objectives, improve flexibility and accessibility, enhance learner engagement and promote more resource-efficient capacity building.

Reporting to the Head of Unit, Expert Mobilization & Curriculum Management, and coordinating with subject matter experts and other relevant stakeholders, the Curriculum Development Expert will be responsible for undertaking studies and analysis to establish curriculum development standards and ensure training curricula are impact-driven and aligned with the WCO Strategic Plan and WCO Capacity-Building Paradigm.

3. MAIN ACCOUNTABILITIES

Under the supervision of the Head of Unit, Expert Mobilization & Curriculum Management, the Curriculum Development Expert will focus on the following key activities:

- Conduct targeted studies and analysis to establish practical curriculum development standards, templates, and guidelines to ensure a systematic, professional approach to curriculum design, delivery and quality assurance;
- Recommend follow-up actions, considering cost, benefits and constraints and liaise with PMO and project staff to coordinate the delivery of agreed actions, including managing sub-contractors and overseeing related contractual arrangements, as needed;
- Coordinate curriculum development initiatives to align training curricula with the WCO standards and guidelines and the WCO Capacity-Building Paradigm;
- Work with subject matter experts, technical teams, and stakeholders to ensure curriculum development initiatives are consistent, scalable, relevant, and impact-driven;
- Coordinate with the E-learning Team to develop modular, flexible, and inclusive learning pathways (face-to-face, hybrid, and e-learning);
- Coordinate pilot testing and revision of curriculum materials based on feedback and performance metrics;
- Conduct orientation or training sessions for staff involved in curriculum design, including blended learning and instructional material development;
- Ensure the integration of cross-cutting issues, such as integrity, gender, sustainability, and innovation, into training content;
- Manage the storage, updating, and access of training materials to ensure effective knowledge management;

- Ensure overall coherence and strategic alignment of curricula implemented across WCO Professional Development Programmes;
- Draft agendas, documents, work programmes, reports and briefings for meetings and Committees, as required;
- In cooperation with the Communication Service, prepare communications materials on curriculum development activities, as required; and
- Represent the WCO at meetings, seminars, conferences, or similar events, as required.

The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

4. EDUCATION

- University degree in Education, Curriculum, Instructional Design, Learning Sciences, Educational Technology, Training and Development, or a related field, or an equivalent combination of education, training and/or experience.
- A certification in instructional design, competency-based training, or curriculum design and management would be an asset.

5. ESSENTIAL QUALIFICATIONS, EXPERIENCE & COMPETENCIES

- Minimum 5 years of relevant professional experience gained in curriculum development.
- Strong sense of initiative and ability to autonomously plan and progress work, prioritize effectively and handle competing demands.
- Strong analytical skills with the ability to translate complex concepts into clear, practical messages and present them effectively—both orally and in writing—to a range of stakeholders.
- Strong inter-personal skills, intercultural awareness and the ability to work effectively with colleagues and stakeholders.
- Good knowledge of computer applications and information systems, in particular MS Office.

6. DESIRABLE QUALIFICATIONS, EXPERIENCE & COMPETENCIES

- Previous experience working in or with international organizations.
- Knowledge of Customs matters.

7. LANGUAGES

- Fluency in English and/or French, the official languages of the WCO.
- Knowledge of the other official WCO language and/or additional language(s) would be considered an asset.

8. CONTRACT AND CONDITIONS

- Staff member under WCO contract of three (3) years, with the possibility of renewal.
- 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 B4, step 1; amount of 4,641.01 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 **24 April 2026 at 12:00 AM (00:00) Central European Time CET** including a CV and motivation letter in English or French. This application should be sent by email to: CDE.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).