

**Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
WCO Cell, 8th Floor, Tower II, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001
Tel: +91-11-21400124
Email:- indiaawco-cbec@nic.in**

F. No. 21000/18/2014-IC (ICD)/Pt.

Dated: 10th May, 2018
New Delhi

To,

All Members of Central Board of Excise and Customs
All Chief Commissioners of Customs and Customs (Preventive)
All Chief Commissioners of GST/ Customs & GST
All Director Generals
All Joint Secretaries/Commissioners working in the Board

**Subject: Vacancy for the post of Head of the Division of Administration and
Personnel at the WCO -reg.**

Sir/Madam,

The World Customs Organization has invited nominations for the post of Head of the Division of Administration and Personnel (Grade A5) at the WCO. The last date for sending the nomination to WCO is 30st June, 2018.

2. The following competencies are required for this post:-

- University degree in a Human Resource (HR)-related field or equivalent professional experience.
- Extensive experience in and knowledge of HR management, preferably in the public sector/intergovernmental organizations and their staff regulations.
- Good knowledge of HR information systems.
- Proven managerial skills, comfortable working with all levels of staff, and ability to mentor, coach and train staff.
- Significant analytical capabilities combined with strong leadership and cultural empathy.
- Comprehensive knowledge and experience of budget management (planning, implementation, control).
- Track record in corporate strategy and performance management.
- Proficiency in speaking and drafting in one of the official languages of the WCO (English or French). A good working knowledge of the other is an advantage.

3. Candidates should also be able to demonstrate that they possess the following Well-developed managerial skills:

- Vision, along with top-level strategic skills.
- Strong leadership and team-building skills.
- Strong communication and negotiation skills.
- Result orientation and cost awareness.
- Excellent organizational skills.

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4. Detailed information on the job description, and the conditions of service, is given in **Annex I and II** respectively.

5. You are requested to forward nominations with completed application form of willing and suitable officers who fulfill the criteria specified by the WCO along with vigilance clearance from your side. The soft copies of the nominations in pdf format should also be sent by e-mail to indiaawco-cbec@nic.in and copy to iscus@nic.in. The nominations should be sent as soon as possible **but not later than 10th June, 2018**.

6. It is requested that the officers may be advised not to send their applications/ nominations to WCO directly. Further, they should not enter into any correspondence with WCO in this regard.

Yours faithfully,



Hardeep Batra

Additional Commissioner, WCO Cell

Enclosures:

1. Annex I Job description
2. Annex II Conditions of service
3. Application form

CONDITIONS OF SERVICE

Grade : A5

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

Emoluments

At present, the A5 monthly salary scale is € 8,883.84 to € 11,991.59 (11 steps).

Where appropriate, a household allowance of 6 % of the salary and an expatriation allowance of 10 % of basic salary at the first step of the grade for five years, then reduced to zero over five years, are paid in addition. Dependants' and education allowances are available and there are extensive sickness and life insurance schemes. Officials and their dependants are entitled to home leave travel expenses every two years.

All emoluments are free of tax.

Terminal Allowance

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 9,900; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 160,000.

Duration of appointment

Five years. The first six months of service will be a probationary period.

May 2018.

JOB DESCRIPTION

Post : Head of the Division of Administration and Personnel

Grade : A5

Main Functions

- Advise and assist the Secretary General in all matters relating to the general management of the Secretariat.
- Manage all Secretariat administrative activities.
- Manage the Organization's budget.
- Co-ordinate and manage all conference support activities, particularly as regards the organization and conduct of Sessions of the Council, the Policy Commission, the Finance Committee and of Meetings of the Audit Committee.
- Responsible for overall supervision of the Secretariat's Accounting Service; Central Services; Communications, Events and Strategic Planning Unit; Employee Services Unit; Information Systems and Telecommunications Service; Interpretation Service; and Publications Service.

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.

Desired Profile

This is a very demanding top-level management post. The following competencies are required :

- University degree in a Human Resource (HR)-related field or equivalent professional experience.
- Extensive experience in and knowledge of HR management, preferably in the public sector/intergovernmental organizations and their staff regulations.
- Good knowledge of HR information systems.
- Proven managerial skills, comfortable working with all levels of staff, and ability to mentor, coach and train staff.
- Significant analytical capabilities combined with strong leadership and cultural empathy.
- Comprehensive knowledge and experience of budget management (planning, implementation, control).
- Track record in corporate strategy and performance management.

Proficiency in speaking and drafting in one of the official languages of the WCO (English or French). A good working knowledge of the other is an advantage.

Candidates should also be able to demonstrate that they possess the following well-developed managerial skills :

- Vision, along with top-level strategic skills.
- Strong leadership and team-building skills.
- Strong communication and negotiation skills.
- Result orientation and cost awareness.
- Excellent organizational skills.

Conditions of service

The general conditions of service are set out in the WCO Staff Manual which is published on the WCO Members' Web site.

Duration of appointment

Five years. The first six months of service will be a probationary period.

May 2018.