

JOB DESCRIPTION

Post : Deputy Director
Capacity Building Directorate

Grade : A5

Main functions

The incumbent of this post reports to the Director of Capacity Building and is responsible for all capacity building activities assigned by the Director.

Under the supervision and authority of the Director :

- Plans, manages and supervises the work programme of the Directorate, actively contributes to setting new priorities for the WCO's capacity building programmes and assures alignment with the WCO Strategic Plan.
- Provides leadership and management direction to a multi-cultural team of Technical Officers, project managers and support staff assigned to the Capacity Building Directorate, including supervising their work against set priorities.
- Supervises and directs work on the analysis of Members' capacity building needs and delivery planning of related technical assistance and capacity building support to requesting WCO Members.
- Provides intellectual leadership and leads the further development of tools and guidelines in cross-cutting organizational development areas of strategic planning, human resources management, integrity, leadership development, project management and stakeholder engagement, gender equality and diversity, among others.
- Supervises and directs work on a variety of training activities, including the Fellowship Programmes, development of training modules, production of e-learning content, delivery of blended learning, and publication of various training materials, manuals and catalogues.
- Coordinates the development and implementation of the experts' management and deployment policy and related training materials, and works closely with other Directorates on their role in the maintenance of the experts' database.
- Supervises and directs work on regionalization (including collaboration with Regional Offices for Capacity Building and Regional Training Centres), together with the maintenance and updating of information on Customs developments received from the Members, other international organizations and the private sector, and ensures that access to sensitive information is restricted to authorized staff.
- Assures close working relationships internally with the other Directorates of the WCO to efficiently share resources and manage workload, and co-ordinates cross-cutting work and activities.
- Forges close links with donor countries and organizations, private sector capacity building companies and consultants, including oversight of the drafting of business case proposals to potential funding institutions.

Annex I

- Promotes the WCO's role as "broker" in putting Members that request capacity building assistance in touch with other Members and organizations able to provide the necessary resources and expertise.
- Provides strategic development advice to Members and represents the Secretariat at fora and meetings as assigned.
- Ensures that Directorate staff provide accurate and timely management briefing and administrative information.
- Supervises and directs the preparatory work for WCO working bodies and conducts quality assurance of capacity building reports and background papers for those bodies, as well as supporting their Chairpersons, particularly in relation to the Capacity Building Committee and the Integrity Sub-Committee.

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.

Qualifications

- Applicants for this position must have a university education or equivalent background.
- Extensive experience in the field of Customs strategic development, demonstrated either in the headquarters or the international capacity building function of a national administration.
- Extensive experience of working internationally in the provision of sustainable capacity building.
- Management experience, preferably demonstrated in senior administrative positions in Customs.
- Demonstrable success in working for an international organization with responsibilities equivalent to those carried by the post.
- Demonstrable experience in Customs modernization projects.
- Personal qualities such as to ensure the establishment and maintenance of fruitful relations with Members, other organizations and other Secretariat services and Directorates in pursuit of the WCO's technical assistance and training objectives.
- Proficiency in speaking and drafting in one of the official languages of the WCO (English or French) and a good working knowledge of the other (other language skills will be an advantage).
- Proficiency in the use of office automation equipment.

June 2020.