

**Government of India**  
**Ministry of Finance**  
**Department of Revenue**  
**Central Board of Indirect Taxes & Customs**  
**(WCO Cell)**  
**8<sup>th</sup> floor, Tower-II, Jeevan Bharti Building, New Delhi-110001**  
**E-mail: *indiawco-cbec@nic.in***

**F. No. 11000/2/2013-IC(ICD)**

**Dated : 09.07.2020**

To,

All Members of CBIC,  
All Pr. Chief/ Chief Commissioners of Customs and Customs (Preventive),  
All Pr. Chief/ Chief Commissioners of CGST and Central Excise and Customs,  
All Principal Director/ Director Generals of the CBIC,  
All Joint Secretaries/ Commissioners working in the Board.

Sir/ Madam,

**Sub: Vacancy of post of Deputy Director (Grade A5) in Capacity Building Directorate in World Customs Organisation, Brussels-Calling nomination of suitable eligible officers-reg.**

The World Customs Organisation (WCO) has advertised the vacancy for the post of Deputy Director (Grade A5) in Capacity Building Directorate in World Customs Organisation, Brussels. The duration of appointment for the said post will be five years, the first six months of service will be probationary period. The job description (Annex I) and conditions of service (Annex II) are attached herewith.

**2. (A) JOB DESCRIPTION (Annexe I)**

The main functions of the incumbent of this post reports to the Director of Capacity Building and is responsible for all capacity building activities assigned by the Director and is as under:-

- 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.
- 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.

**(B) 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).

### 3. Conditions of service (Grade A5) (Annex II)

#### Emoluments

At present, the A5 monthly salary scale is € 9,197.47 to € 12,414.92 (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 € 10,239; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 165,000.


#### Duration of appointment

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

4. In this regard, you are requested to forward the nominations of willing and suitable eligible officers who fulfil the criteria specified by WCO and **vigilance clearance** and **APAR grading for the last five years** from your side. The nominations in pdf format should be sent by e-mail to [indiaawco-cbec@nic.in](mailto:indiaawco-cbec@nic.in) with a copy to [Hardeep.Batra@gov.in](mailto:Hardeep.Batra@gov.in). The nominations should be sent as soon as possible but not later than **31<sup>st</sup> of July 2020**. Incomplete nominations and those received after the stipulated date will not be entertained.

5. 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. The nomination of suitable officers will be sent to WCO after necessary approval from Board and the selected officers will be intimated by this office.

Yours sincerely,

  
Hardeep Batra  
Commissioner (WCO Cell)

#### Enclosures:

1. Annex I (Jo Description)
2. Annex II ( Conditions of Service)
3. Application Form