



## আমাকে ফেলে রাখবেন না।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জাতীয় রাজস্ব বোর্ড  
রাজস্ব ভবন  
সেগুন বাগিচা, ঢাকা।  
(শুল্ক : WCO Affairs)

নথি নং-০৮.০১.০০০০.০৫৬.০২.০০১.১৮/১৩৭ (১৩)

তারিখঃ ০২/১২/২০১৮ খ্রিঃ

বিষয়ঃ **WCO** এর সদর দপ্তরের **Compliance and Facilitation Directorate (Compliance/Enforcement)** এ **Technical Officer (Grade A3)** পদে নিয়োগের আবেদন পত্র।

উপর্যুক্ত বিষয়ের প্রতি সদয় দৃষ্টি আকর্ষণপূর্বক আদিষ্ট হয়ে জানানো যাচ্ছে যে, WCO এর সদর দপ্তরের Compliance and Facilitation Directorate (Compliance/Enforcement) এ Technical Officer Compliance/Enforcement ও Technical Officer Compliance/Enforcement-Intellectual Property Rights (IPR) হিসাবে শূন্য পদে নিয়োগের লক্ষ্যে বাংলাদেশ কাস্টমস থেকে আবেদনপত্র চাওয়া হয়েছে। এ পত্রের সাথে সংযুক্ত WCO হতে প্রেরিত পত্রে উক্ত পদ দুটিতে আবেদনের যোগ্যতাসহ পদটিতে কার্যপরিধির বিস্তারিত উল্লেখ রয়েছে।

২। বর্ণিতাবস্থায়, বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী কর্মকর্তাগণকে আগামী ২৭ ডিসেম্বর, ২০১৮ খ্রিঃ তারিখের মধ্যে জাতীয় রাজস্ব বোর্ডের কাস্টমসঃ WCO Affairs শাখায় আবেদনপত্র প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক ০৫ (পাঁচ) পাতা।

*Sangma* ১২.১২.১৮  
(এবিলিন সাংমা)

দ্বিতীয় সচিব (শুল্কঃ WCO Affairs)

জাতীয় রাজস্ব বোর্ড, ঢাকা।

মোবাইলঃ +৮৮০১৭১৯২১৯৭৩৩

ই-মেইলঃ sangma.bau@gmail.com

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়)ঃ

- ১। সদস্য (বোর্ড প্রশাসন)/(শুল্ক ও ভ্যাট প্রশাসন)/(শুল্ক-নিরীক্ষা, আধুনিকায়ন ও আন্তর্জাতিক বাণিজ্য)/(শুল্ক-রপ্তানি, বন্ড ও আইটি)/(শুল্ক-নীতি)/(মুসক-নীতি)/(মুসক-বাস্তবায়ন ও আইটি)/(মুসক-নিরীক্ষা ও গোয়েন্দা), জাতীয় রাজস্ব বোর্ড, ঢাকা।
- ২। প্রেসিডেন্ট, কাস্টমস, এক্সাইজ ও মুসক আপীলাত ট্রাইব্যুনাল, জীবন বীমা টাওয়ার, ১০ দিলকুশা বা/এ, ঢাকা।
- ৩। প্রকল্প পরিচালক, ভ্যাট অনলাইন প্রকল্প, আইডিইবি ভবন, কাকরাইল, ঢাকা।
- ৪। কমিশনার, কাস্টমস এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা(উত্তর)/ ঢাকা(দক্ষিণ)/ ঢাকা(পূর্ব)/ ঢাকা(পশ্চিম)/ রংপুর/ কুমিল্লা/ চট্টগ্রাম/ রাজশাহী/ সিলেট/ খুলনা/ যশোর/ বৃহৎ করদাতা ইউনিট (মুসক), ঢাকা।
- ৫। মহাপরিচালক, সেন্ট্রাল ইন্টেলিজেন্স সেল (সিআইসি), জাতীয় রাজস্ব বোর্ড, ঢাকা।



The Secretary General

18.A.230

WORLD CUSTOMS ORGANIZATION  
ORGANISATION MONDIALE DES DOUANES

Established in 1952 as the Customs Co-operation Council  
Créée en 1952 sous le nom de Conseil de coopération douanière

Brussels, 26 November 2018.

Dear Director General,

I am writing to inform you that two posts of Technical Officers (Grade A3) will become vacant in the Compliance and Facilitation Directorate (Compliance/Enforcement) :

- (1) Technical Officer Compliance/Enforcement.
- (2) Technical Officer Compliance/Enforcement - Intellectual Property Rights (IPR).

The Job descriptions are at Annexes I and II.

The Conditions of service are at Annex III.

All applications should be submitted via your office (or an office such as International Customs or Human Resources) and must be accompanied by a notification of support by your Administration. Furthermore, it is requested that you only nominate one candidate per post.

If you wish to nominate candidate(s) for these posts, I should be grateful if you would let me know **by 18 January 2019**, and return the attached Application Form completed by the candidate(s) by post or, preferably, by e-mail at : [bernadette.hendrickx@wcoomd.org](mailto:bernadette.hendrickx@wcoomd.org).

Yours sincerely,

Kunio Mikuriya.

## JOB DESCRIPTION

**Post :**     **Technical Officer (Compliance/Enforcement)**  
                  **Compliance and Facilitation Directorate**

**Grade :**     **A3**

### **Ideal candidate**

The ideal candidate for this position would be a senior enforcement practitioner who has had representational experience, is politically aware and astute, and who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related cross-border compliance activities.

The ideal candidate would also bring a strategic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO.

### **Main functions**

Under the authority of the Director, Compliance and Facilitation :

- Manage the efficient day-to-day administration of programmes associated with enforcement in general, and especially in a variety of areas such as drugs and precursors, commercial fraud, money laundering and environmental crime.
- Draft policy and procedural documents and undertake studies and analyses on Customs legislation, and activities associated with international cross-border compliance and enforcement controls.
- Coordinate cross-border enforcement operations at international level agreed by Members.
- Prepare working documents and briefs for the Policy Commission and Council and draft documents for Chairpersons and on cross-Directorate matters associated with meetings of technical Committees, and/or prepare reports on those meetings.
- Design and deliver training and technical assistance in the area of Customs compliance and enforcement utilizing tools such as the Revised Kyoto Convention, SAFE Framework of Standards, the CEN computer network and other technical documents prepared by the WCO for the guidance of Members.
- Represent the WCO at meetings, with Customs administrations, other international and regional organizations and/or in intergovernmental organizations that have international cross-border compliance/enforcement interests and responsibilities.
- Develop productive working relationships with the private sector, other organizations with observer status at the WCO to ensure that stakeholders' needs are considered, where necessary, during the development of policy and procedures.
- Oversee and draft briefing notes, scripts for presentations/speeches given by the Secretary General and other senior Secretariat staff.

Annex I

- Develop materials for, and lecturing at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.

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**

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants should have a minimum of four years' experience as a senior investigator within a Customs administration or an international organization along with the ability to demonstrate extensive experience in cross-border-related law enforcement policy development and operations delivery.
- Applicants must be proficient in drafting documents and speaking in at least one of the WCO's official languages (English and French) and have a good working knowledge of the other. Knowledge of another language such as Spanish or Arabic (written and spoken) would be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the WCO's official languages.
- The candidate must have the capacity to deliver training and technical assistance to developing countries.
- The candidate should have a good knowledge of computer applications.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.

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November 2018.

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## JOB DESCRIPTION

**Post :** Technical Officer (Compliance/Enforcement - Intellectual Property Rights (IPR))  
Compliance and Facilitation Directorate

**Grade :** A3

### Main functions

Under the authority of the Director, Compliance and Facilitation :

- Participate in implementing the WCO Customs enforcement strategy, particularly as regards counterfeiting and piracy.
- Organize national and regional seminars, and Customs training events in Customs enforcement, particularly as regards counterfeiting and piracy.
- Assist with diagnostic studies of legislative and operational frameworks in place within WCO Member Customs administrations.
- Organize operations to intercept illicit products, particularly as regards counterfeiting and piracy.
- Represent the WCO in various Customs enforcement fora and meetings, particularly as regards counterfeiting and piracy.
- Prepare studies and analyses on Customs enforcement issues, particularly as regards counterfeiting and piracy.
- Contribute to the planning, organization and management of the Enforcement Committee, the Counterfeiting and Piracy (CAP) Group, and other enforcement-related meetings, including the preparation of pertinent working documents.
- Prepare presentations/speeches for the management.
- Prepare written articles for WCO publications and those of other international organizations.
- Liaise with Members, including in particular Customs Attachés based in Brussels.

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.

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**Qualifications and skills**

- University degree or equivalent professional qualifications.
- Experience in Customs Enforcement, particularly as regards counterfeiting and piracy.
- Experience in international co-operation in Customs matters, and engagement with other international organizations and private sector stakeholders.
- Good proficiency in drafting documents and speaking in French, and working knowledge of English. Knowledge of other languages such as Spanish or Arabic would be an advantage.
- Capacity to deliver training and technical assistance, in a variety of locations around the world.
- Good computer skills and knowledge of IT systems.
- Ability to work successfully in a multicultural environment.
- A positive attitude, self-motivation and initiative.

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**November 2018.**