

## **JOB DESCRIPTION**

**Post :** Head, 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 and the Finance Committee.
- Responsible for overall supervision of the Secretariat's Communications Service; Employee Services Unit; Accounting Service; Information Systems and Telecommunications Service; Purchases, Sales and Contracts Service; and Interpretation 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 Secretariat.

### **Desired Profile**

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

- University degree in a 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.

## Annex I

- 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, a copy of which has been issued to all Member administrations.

### **Duration of appointment**

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

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**September 2008.**