

JOB DESCRIPTION

Post : Technical Officer (Valuation)
Tariff and Trade Affairs Directorate

Grade : A3

Main functions

The incumbent will be expected to carry out the following duties :

- Assist in the overall co-ordination, supervision and management of the Valuation Sub-Directorate, including reviewing documents and other work by Technical Officers and mentoring the latter on valuation issues.
- Advise on policy issues and complex technical matters relating to valuation, including the drafting of documents on such matters.
- Manage and co-ordinate the preparation of agendas and documents for meetings of the Technical Committee on Customs Valuation.
- Co-ordinate and analyse specific technical items for the Technical Committee on Customs Valuation, including the preparation of documents for those items.
- Lead a study and analysis of transfer pricing and Customs valuation, working with Members, international organizations, the private sector and the Technical Committee on Customs Valuation to develop solutions for co-ordinating these two areas.
- Initiate and lead projects on the proper development and use of national valuation databases in application of the WCO Guidelines on a National Valuation Database.
- Design materials for valuation seminars and training courses supported by the WCO, and deliver training and technical assistance on all aspects of Customs valuation and the application of the WTO Valuation Agreement, including post-clearance audits.
- Represent the WCO at meetings, in Customs administrations, in other international and regional organizations and/or in intergovernmental organizations with competence in the Customs valuation domain.
- Assist Members to implement and apply the WTO Valuation Agreement, including researching and resolving complex technical issues raised by Members.
- Draft articles for WCO publications and those of other international organizations.

Role accountabilities

<u>Areas of accountability</u>	<u>Behaviour typically demonstrating an ability to perform at this level</u>
Produce excellent policy and technical research and analysis.	<ul style="list-style-type: none"> • Adopts a forward-looking and proactive strategic approach to the WCO's work. Has substantial knowledge and experience of the WTO Valuation Agreement and its application. • Grasps the difficulties inherent in applying the WTO Valuation Agreement and uses creative thinking to devise solutions aimed at assisting Members with its application. • Understands the wider environment in which the WCO operates and makes linkages to other international organizations when developing policy approaches. • Exercises sound judgement and intuition when assessing options, undertaking research and implementing policy. • Communicates effectively with clarity, authority and in a manner that is tailored to the audience. • Rapidly and accurately identifies key issues or actions in complex situations. • Seeks opportunities to implement new ideas and approaches.
Provide mentoring and expertise on policy matters to Members and within the WCO Secretariat.	<ul style="list-style-type: none"> • Coaches others on policy processes in order to enhance their expertise in the subject matter, their knowledge of institutional practice and policy development. • Provides constructive, timely and specific feedback to others. • Gives credit for successfully performed tasks.
Identify and <i>manage</i> relationships with Members and WCO stakeholders in relation to a work/project area.	<ul style="list-style-type: none"> • Influential in building understanding of, and support for, the need for changes in direction and attitude. • Demonstrates, and encourages others to display, WCO values when communicating with stakeholders. • Engages with others, is credible and can communicate effectively. • Actively seeks to build and manage a network of contacts. • Undertakes real/credible consultation. • Responsive to stakeholders. • Considerate and appreciative of the views of Members and stakeholders.

<u>Areas of accountability</u>	<u>Behaviour typically demonstrating an ability to perform at this level</u>
Manage assigned tasks and projects.	<ul style="list-style-type: none"> • Able to effectively allocate tasks within the portfolio area, and to plan and manage a range of complex issues. • Ensures that his/her own or the team's objectives are aligned on strategic and workplace goals. • Assists others with project planning and offers advice on risks. • In addition to demonstrating drive and efficiency, brings others on board to achieve goals effectively and efficiently. • Alerts his/her manager to potential problems/risks well in advance and suggests solutions. • Identifies the resources required to meet his/her or the team's objectives.
Participate effectively in groups and teams.	<ul style="list-style-type: none"> • Provides support to the Deputy Director in relation to task allocations and setting work group priorities. • Actively seeks opportunities to transfer relevant knowledge and information within the portfolio/project area to other staff across the Secretariat. • Fully contributes to discussions on issues with team members, in order to add value to their work. • Provides appropriate feedback, especially about teamwork and the demonstration of values. • Behaves in a manner consistent with WCO values and its Code of Conduct. • Plays a positive role in intra/inter-branch relations and with other groups involved in WCO initiatives. • Actively participates in discussions on his/her own performance and career development.

Minimum capabilities required to perform the role

<u>Capability area</u>	<u>Description</u>
Knowledge and skills.	<ul style="list-style-type: none"> • A thorough understanding of the WTO Valuation Agreement and complex technical Customs valuation issues. • A university degree or equivalent professional qualification in a relevant discipline (e.g., economics, law, public policy). • Excellent research, analytical and drafting skills. • Excellent oral and written communication skills. • Good general problem identification and solving skills. • Information technology (IT) literate. • Excellent interpersonal and teamwork skills. • Ability to coach and mentor others.
Emotional intelligence (judgement, temperament and influence).	<ul style="list-style-type: none"> • Flexibility to respond to changes in priorities and requests for work. • Self-motivated and able to meet deadlines. • Able to think and interact strategically and innovatively while exercising sound judgment. • Capable of dealing with others appropriately and effectively.

General

- The appointee will be expected to take up his/her duties in Brussels no later than 1 January 2009.
- Shortlisted candidates may be called for interview prior to appointment.
- Applicants for this position must have a university degree or equivalent professional qualification, comprehensive knowledge of the WTO Valuation Agreement and at least five years' experience of practical issues relating to Customs Valuation matters at national level within their Customs administration.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.
- The person appointed shall also perform such other duties as may be required, and may be subject to reassignment within the WCO Secretariat.

September 2008.