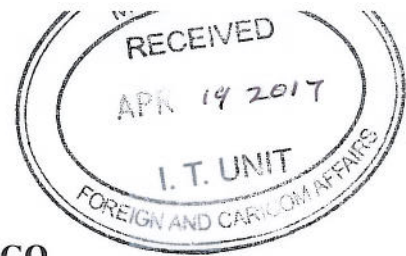




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MEMORANDUM



BR: 3/3/15

CE/ce

FROM : Ambassador, Brussels

TO : Permanent Secretary (Ag),
Ministry of Foreign and CARICOM Affairs

DATE : 06 April 2017

SUBJECT : **Vacancy for the position of Legal Advisor
(Grade A3), World Customs Organisation**

Please find attached a copy of an electronic message dated 05 April 2017 informing of the vacancy for the post of **Legal Advisor (Grade A3)** at the World Customs Organization (WCO).

2. The Embassy would be grateful for your assistance in disseminating the attached Job Description, bearing in mind the deadline date of **31 May 2017** for receiving applications.


/f/ Ambassador

cc: Manager, Information Technology, Ministry of Foreign and CARICOM Affairs ✓

Claire de Bourg-Exeter

Subject: FW: Vacancy Legal Advisor WCO Secretariat

From: Bernadette Hendrickx [<mailto:Bernadette.Hendrickx@wcoomd.org>]

Sent: Tuesday, April 04, 2017 5:23 PM

Subject: Vacancy Legal Advisor WCO Secretariat

Dear Directors General,

I would like to inform you that a vacancy for a post of Legal Advisor in the Legal Service at the Secretariat of the World Customs Organization (WCO) has been published on the WCO Public Web site.

Yours sincerely,

Bernadette HENDRICKX
Secretary
World Customs Organization
Division of Administration and Personnel
Tel. : +32 2 209 94 32
Email : Bernadette.Hendrickx@wcoomd.org

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JOB DESCRIPTION

Post : Legal Advisor (Legal Service)

Grade : A3

Assignment

The post is located in the Division of Administration and Personnel. The work is carried out under the supervision of the Head of Administration and Personnel and is done in accordance with the general instructions contained in the Staff Manual, and the provisions of the WCO Financial Rules.

Main functions

Performs the following duties, under the direct supervision of the Head of Administration and Personnel :

- Advises the Secretary General and the Head of Administration and Personnel on the application of any text relating to the Organization (Convention establishing a Customs Co-operation Council; Staff Manual; Financial Rules; etc.) and all other relevant texts;
- Assists with the preparation and negotiation of agreements and contracts signed with Members, other international organizations, non-governmental organizations and other public and private bodies;
- Assists the Central Services with the preparation of calls for tenders (reviewing terms and references and selection criteria);
- Acts as representative of the Secretary General within the Advisory Committee on Contracts (ACC);
- Acts as Data Protection Officer (DPO);
- Acts as rapporteur on legal issues for the Finance and Audit Committees;
- Drafts legal opinions and advice on various questions related to international law (public and private);
- Researches legal issues relevant to the Organization;
- Gives legal advice on human resource issues, particularly procedural issues related to members of the Organization's staff;
- Proposes and drafts amendments to the Staff Manual and internal policies;
- Monitors legal developments in fields relevant to the activities of the Organization;
- Manages litigation and liaises with external legal counsels when necessary.

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.