

Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
WCO Cell, 8th Floor, Tower II, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001
Tel: +91-11-21400124
Email:- indiawco-cbec@nic.in

F. No. 21000/18/2014-IC (ICD)/Pt.

Dated: 10th May, 2018
New Delhi

To,

All Members of Central Board of Excise and Customs
All Chief Commissioners of Customs and Customs (Preventive)
All Chief Commissioners of GST/ Customs & GST
All Director Generals
All Joint Secretaries/Commissioners working in the Board

**Subject: Vacancy for the post of Head of the Division of Administration and
Personnel at the WCO -reg.**

Sir/Madam,

The World Customs Organization has invited nominations for the post of Head of the Division of Administration and Personnel (Grade A5) at the WCO. The last date for sending the nomination to WCO is **30st June, 2018**.

2. The following competencies are required for this post:-

- University degree in a Human Resource (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.
- 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.

3. 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.

4. Detailed information on the job description, and the conditions of service, is given in **Annex I and II** respectively.

5. You are requested to forward nominations with completed application form of willing and suitable officers who fulfill the criteria specified by the WCO along with vigilance clearance from your side. The soft copies of the nominations in pdf format should also be sent by e-mail to indiawco-cbec@nic.in and copy to jscus@nic.in. The nominations should be sent as soon as possible **but not later than 10th June, 2018**.

6. 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.

Yours faithfully,



Hardeep Batra

Additional Commissioner, WCO Cell

Enclosures:

1. Annex I Job description
2. Annex II Conditions of service
3. Application form