

JOB DESCRIPTION

Post : Head of the 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, the Finance Committee and of Meetings of the Audit Committee.
- Responsible for overall supervision of the Secretariat's Accounting Service; Central Services; Communications, Events and Strategic Planning Unit; Employee Services Unit; Information Systems and Telecommunications Service; Interpretation Service; and Publications 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 WCO Secretariat.

Desired Profile

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

- 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.

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 which is published on the WCO Members' Web site.

Duration of appointment

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

May 2018.