

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জাতীয় রাজস্ব বোর্ড  
রাজস্ব ভবন, সেগুনবাগিচা, ঢাকা।  
[কাস্টমস: WCO Affairs শাখা]

নথি নং-০৮.০১.০০০০.০৫৬.০২.০১৪.১৮/৫৩

তারিখ: ০৭/০৩/২০২১ খ্রিস্টাব্দ

বিষয়: World Customs Organization (WCO) তে Technical Officer (Grade A3) পদে নিয়োগের  
জন্য আবেদন।

সূত্র: WCO হতে প্রাপ্ত পত্র নং-21A34E, তারিখ: ০২ মার্চ ২০২১/ব্রাসেলস।

উপর্যুক্ত বিষয় ও সূত্রের প্রতি সদয় দৃষ্টি আকর্ষণপূর্বক আদিষ্ট হয়ে জানানো যাচ্ছে যে, WCO এর Compliance and Facilitation Directorate এ Technical Officer (Research) পদমর্যাদার ০১ (এক) টি শূন্য পদে নিয়োগের লক্ষ্যে সূত্রোক্ত পত্রের মাধ্যমে আবেদনপত্র চাওয়া হয়েছে।

০২। উল্লিখিত পদে আবেদনে আগ্রহী প্রার্থীর যোগ্যতা, কর্মপরিধি এবং নিয়োগ সংক্রান্ত অন্যান্য বিষয় এ পত্রের সাথে সংযুক্ত WCO হতে প্রাপ্ত দলিলাদিতে বিস্তারিত উল্লেখ রয়েছে।

০৩। বর্ণিতাবস্থায়, বাংলাদেশ কাস্টমস এর যোগ্য ও আগ্রহী কর্মকর্তাগণকে (সহকারী কমিশনার ও তদুর্ধ্ব) আগামী ১৬ মার্চ ২০২১ খ্রি. তারিখের মধ্যে নির্ধারিত ফর্মে যথাযথ কর্তৃপক্ষের মাধ্যমে আবেদনপত্র (PDF এবং MS Word Nikosh Font-12) জাতীয় রাজস্ব বোর্ডের কাস্টমস: WCO Affairs শাখায় ই-মেইলযোগে (shahid.zaman31@nbr.gov.bd) প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

০৪। উল্লেখ্য, বিরাজমান কোভিড-১৯ পরিস্থিতি বিবেচনায় সূত্রোক্ত বিষয়ে জাতীয় রাজস্ব বোর্ডের সাথে যোগাযোগের ক্ষেত্রে সংশ্লিষ্ট সকলকে শুধুমাত্র ই-মেইল মাধ্যম ব্যবহার করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: ০৪ (চার) পাতা (ই-মেইলে প্রেরিত)।

(মোঃ শহিদুজ্জামান সরকার)

দ্বিতীয় সচিব (কাস্টমস: WCO Affairs)

জাতীয় রাজস্ব বোর্ড, ঢাকা।

ই-মেইল: shahid.zaman31@nbr.gov.bd

বিতরণ: (জ্যেষ্ঠতার ক্রমানুসারে নয়)

- ১। প্রেসিডেন্ট, কাস্টমস, এক্সাইজ ও মুসক আপীলাত ট্রাইব্যুনাল, জীবন বীমা টাওয়ার, ১০ দিলকুশা বা/এ, ঢাকা।
- ২। কমিশনার, কাস্টম হাউস, ঢাকা/চট্টগ্রাম/মোংলা, খুলনা/পানগাঁও/আইসিডি/বেনাপোল।
- ৩। প্রকল্প পরিচালক, ভ্যাট অনলাইন প্রকল্প, ঢাকা/ন্যাশনাল সিজেল উইন্ডো প্রকল্প, ঢাকা/বন্দ অটোমেশন প্রকল্প, ঢাকা।
- ৪। কমিশনার, কাস্টমস, এক্সাইজ ও ভ্যাট কমিশনারেট, ঢাকা (উত্তর)/ঢাকা (দক্ষিণ)/ঢাকা (পূর্ব)/ঢাকা (পশ্চিম)/রংপুর/কুমিল্লা/চট্টগ্রাম/রাজশাহী/সিলেট/খুলনা/যশোর/বৃহৎ করদাতা ইউনিট (মুসক), ঢাকা।
- ৫। মহাপরিচালক, শুল্ক রেয়াত ও প্রত্যর্পণ পরিদপ্তর, ঢাকা/ কাস্টমস, এক্সাইজ ও ভ্যাট ট্রেনিং একাডেমী, চট্টগ্রাম/ নিরীক্ষা গোয়েন্দা ও তদন্ত অধিদপ্তর, মুসক, ঢাকা/ কাস্টমস গোয়েন্দা ও তদন্ত অধিদপ্তর, ঢাকা।
- ৬। মহাপরিচালক, সেন্ট্রাল ইন্টেলিজেন্স সেল (সিআইসি)/গবেষণা ও পরিসংখ্যান অনুবিভাগ জাতীয় রাজস্ব বোর্ড, ঢাকা।



## World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium  
T: +32 (0)2 209 92 11 / [info@wcoomd.org](mailto:info@wcoomd.org)  
Bank account: IBAN BE38 2100 4751 2672

2 March 2021 / Brussels  
21A34E

Dear Director General,

I am writing to inform you that a post of Technical Officer (Grade A3) will be vacant in the Research Unit within the Office of the Secretary General :

- Technical Officer (Research).

The Job description is at Annex I.

The Conditions of service are at Annex II.

All applications should be submitted via your office (or an office such as International Customs or Human Resources) and must be accompanied by a notification of support by your Administration. Furthermore, it is requested that you only nominate one candidate per post.

If you wish to nominate a candidate for this post, I should be grateful if you would let me know **by 2 April 2021**, and return the attached Application Form completed by the candidate by mail or, preferably, by e-mail at : [bernadette.hendrickx@wcoomd.org](mailto:bernadette.hendrickx@wcoomd.org).

Yours sincerely,

A handwritten signature in black ink, reading "Kunio Mikuriya".

**Kunio Mikuriya**  
WCO Secretary General

## **JOB DESCRIPTION**

**Post :**     **Technical Officer (Research)**  
                  **Research Unit, Office of the Secretary General**

**Grade :**     **A3**

### **Main functions**

- Advise and assist the Secretary General in matters relating to policy analysis and research.
- Conduct and produce written research on Customs and international trade subjects, and other matters related to WCO work.
- Co-ordinate and provide research, guidance and assistance where appropriate for work conducted by the three WCO Secretariat Directorates.
- Network with academics and other experts in order to promote academic research on Customs matters.
- 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.

### **Qualifications**

This is a demanding research post. The following competencies are required :

- A postgraduate (Masters) degree, preferably in anthropology, economics, public administration, business administration, political science or law, or equivalent professional qualification.
- Knowledge and experience of Customs or international trade issues.
- Experience with and knowledge of research methods, preferably in connection with policy analysis and the public sector/intergovernmental organizations.
- Ability to understand and apply relevant policy frameworks and analytical tools to Customs and international trade issues.
- Excellent writing, editing and briefing skills.
- Significant analytical capabilities.
- Knowledge of data collection and analysis tools, such as regression analysis software, is an advantage.
- Cultural empathy.
- Proficiency in speaking and writing in one of the official languages of the WCO (English or French). A good working knowledge of the other is an advantage.

**Samples of writing**

As part of their application for this position, candidates should submit two samples of their writing (in English or French), for which they were the sole or primary author.

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**March 2021.**

## **CONDITIONS OF SERVICE**

### **Grade : A3**

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

### **Emoluments**

At present, the A3 monthly salary scale is € 6,834.10 to € 9,239.35 (11 steps).

In addition, where conditions are met, a Basic Family Allowance (BFA) and an expatriation allowance of 10 % of the basic salary calculated on the first step of the grade during the first five years, then reduced to zero over five years, will be paid. Dependants' and education allowances are available and there are sickness and life insurance schemes in place. Officials and their dependants are entitled to the reimbursement of home leave travel expenses (economy class) every two years.

All emoluments are free of tax.

### **Terminal Allowance**

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 7,865; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 123,180.

### **Duration of appointment**

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

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**March 2021.**

**APPLICATION FOR THE POST OF**  
 .....  
**WITHIN THE WORLD CUSTOMS ORGANIZATION**



WORLD CUSTOMS ORGANIZATION

**1. PARTICULARS**

*Please affix a  
 passport-sized  
 photograph*

<b>Family name</b> <i>(in block capitals)</i>	<b>Maiden name</b> <i>(in block capitals)</i>	
<b>First name(s)</b> <i>(in block capitals)</i>	<b>Sex</b> <input type="checkbox"/> M <input type="checkbox"/> F	
<b>Date of birth</b>	<b>Place of birth</b>	
<b>Present nationality</b> <sup>1</sup>	<b>Nationality at birth</b>	

<sup>1</sup> If your present nationality is different from your nationality at birth, please give details of how and when it was acquired. Please indicate if you possess dual nationality.

**2. CONTACT DETAILS**

**Postal address**

.....  
.....  
.....  
.....

**Telephone number(s)**

.....  
.....  
.....

**E-mail address(es)**

.....  
.....  
.....

**3. PERSONAL DETAILS**

**Marital status**

Single       Married       Other (please specify) : .....

**Information about your spouse**

Family name and first names(s) : .....      Maiden name : .....  
Date of birth : .....      Nationality : .....  
Profession : .....

**Dependant(s)** (*family name, first name, date of birth and relationship*)

.....  
.....  
.....  
.....

**Compulsory military or non-military national service**

Dates and latest rank : .....  
Outstanding obligations (if applicable) : .....  
.....

**State of health**

Have you ever suffered any serious illness or accident ?  Yes  No  
Do you have a disability that should be taken into consideration ?  Yes  No

If yes, please give details : .....  
.....  
.....

**Honour(s)**

.....  
.....  
.....  
.....

**Sanction(s)**

*Indicate any conviction, administrative sanction or pending case*

.....  
.....  
.....  
.....



**4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES, IT SKILLS AND PUBLICATIONS**

Name, place and country of university or equivalent	Degree(s), distinction(s) obtained	From	To
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Knowledge of languages			
Mother tongue : .....			
	Read <i>Very well, Well, Fairly well</i>	Write <i>Very well, Well, Fairly well</i>	Speak <i>Very well, Well, Fairly well</i>
<b>English</b>			
<b>French</b>			
<b>Spanish</b>			
<b>Other (1)</b>			
<b>Other (2)</b>			

IT skills
<i>List the word-processing and other software with which you are familiar</i>
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.....

Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
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.....

**5. PROFESSIONAL EXPERIENCE**

<b>Present post</b>	
Since : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	
Name and contact details of your employer ..... ..... .....	

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	
Name and contact details of your employer ..... ..... .....	

<b>Previous post</b>	
From : ..... To : .....	<b>Description of your duties</b>
Exact title of your post : ..... .....	
Name and contact details of your employer ..... ..... .....	

Previous post	
From : ..... To : .....	Description of your duties
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....

Previous post	
From : ..... To : .....	Description of your duties
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....

Previous post	
From : ..... To : .....	Description of your duties
Exact title of your post : ..... .....	..... ..... .....
Name and contact details of your employer ..... ..... .....	..... ..... .....





**7. ADDITIONAL INFORMATION**

**Have you previously applied for employment with the WCO ?**

Yes

No

If yes, provide details :

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.....  
.....  
.....

**Have you lived abroad for any period(s) exceeding 3 months ?**

Yes

No

If yes, provide details :

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.....

**Special aptitudes or interests**

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.....  
.....

**8. REFERENCES**

<i>Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character</i>		
<b>FAMILY NAME AND FIRST NAME</b>	<b>OCCUPATION</b>	<b>CONTACT DETAILS</b> Address, telephone number, e-mail

I certify that the statements made by me above are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

I am aware that any misrepresentation or material omission, even unintentional, may result in the rejection of my application or the annulment of any subsequent appointment.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)

*The World Customs Organization is an equal opportunities employer.*