



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

17 October 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 95 of 2018
E/152/48/15 V16

From: **Secretary for Public Service**
To: **Supervising Officers in Charge of Ministries/Departments**

Vacancy Notices

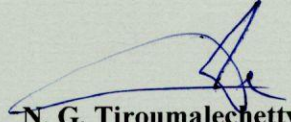
The World Customs Organisation (WCO) is inviting nominations for **two temporary posts**, funded from WCO Reserves, to assist in carrying out the Review of the Revised Kyoto Convention (RKC).

2. Applications for these posts should be sent to: **World Customs Organisation, Rue du Marché, 30, B-1210 Brussels, Belgium or by facsimile to: + 32 (0) 2 209 92 62. The Contact No is 32 (0)2 209 92 11.** Please note that the deadline for submission of application is **19 October 2018**. Copy of the note verbale and application form are enclosed.

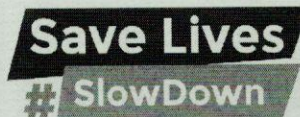
3. The candidate must have an excellent knowledge of the RKC and Customs procedures including automated procedure and the use of automation in Customs. Candidates should also be fluent in either English or French, with a good knowledge of the other language.

4. Your attention is also invited to the fact that the onus to reverify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.

5. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Secretary for Public Service

Encl.



17/10/2018

World Customs Organization

World Customs Organization
Rue du Marché, 30
B-1210 Brussels
Belgium

Telephone: +32 (0)2 209 92 11
Facsimile: +32 (0)2 209 92 62



WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES

Established in 1952 as the Customs Co-operation Council
Créée en 1952 sous le nom de Conseil de coopération douanière

The Deputy Secretary General

18.A.173

Brussels, 14 September 2018.

Dear Director General,

As you will be aware, the review of the Revised Kyoto Convention (RKC) was discussed at both the recent Policy Commission and Council sessions held in Brussels during the week of 25 to 30 June 2018. The Council agreed with the recommendation of the Policy Commission that such a review, expected to last in the region of three years, should be carried out.

It is important that the review is carried out by experienced staff with a good knowledge of the existing RKC and the requirements necessary to bring the Convention in line with modern Trade and Customs procedures and practice.

I am writing to you to invite nominations for two temporary posts, funded from WCO Reserves, to assist in carrying out the Review of the RKC. The candidate must have an excellent knowledge of the RKC and Customs procedures including automated procedures and the use of automation in Customs.

The contract offered to the successful candidate will include a salary equivalent to that of a Technical Officer (Grade A3 step 1). The person appointed will be included in the WCO medical insurance scheme. However, no other allowances will apply. The successful candidate will be assisted with a visa application.

The candidate should be fluent in either English or French, with a good knowledge of the other language.

Should you wish to propose a candidate for these posts, then kindly inform me by **Friday 19 October 2018** and return the attached application form duly completed by the candidate.

Yours sincerely,

Ricardo Treviño Chapa.

376

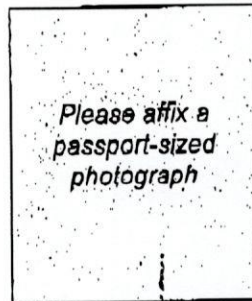
APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS



Family name <i>(in block capitals)</i>	Maiden name <i>(in block capitals)</i>
First name(s) <i>(in block capitals)</i>	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Date of birth	Place of birth
Present nationality¹	Nationality at birth

¹ 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.

376

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>
English			
French			
Spanish			
Other (1)			
Other (2)			

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

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

5. PROFESSIONAL EXPERIENCE

Present post	
Since :	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	

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

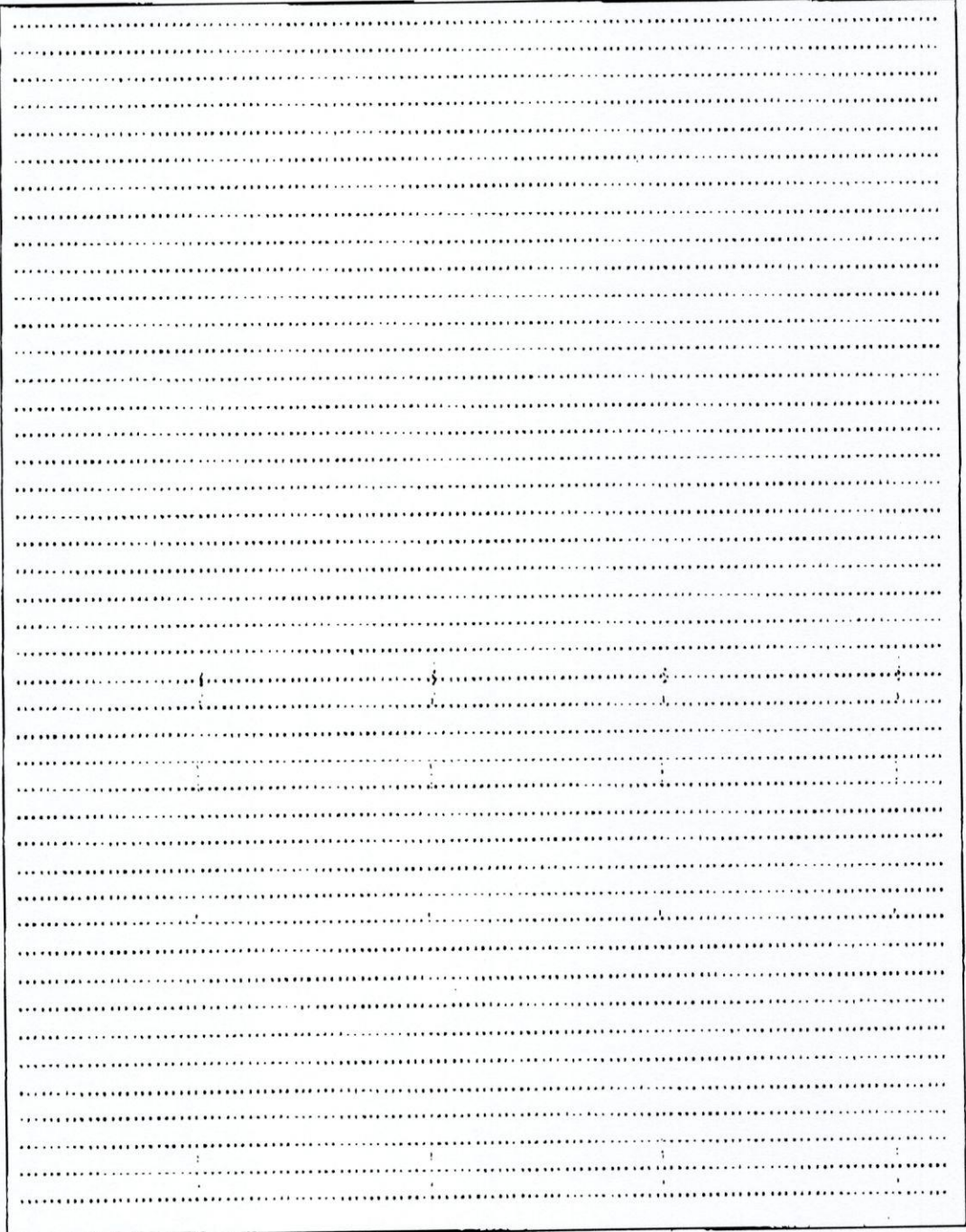
Previous post	
From :	Description of your duties
To :	
Exact title of your post :	
Name and contact details of your employer

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

6. CANDIDATE'S VISION OF THE POST

Without exceeding the space provided, describe your vision of the post for which you are applying

A large rectangular area with a dotted grid pattern, intended for the candidate to write their response.



7. ADDITIONAL INFORMATION

Have you previously applied for employment with the WCO ? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details :

Have you lived abroad for any period(s) exceeding 3 months ? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details :

Special aptitudes or interests
--

8. REFERENCES

Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character

FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS <small>Address, telephone number, e-mail</small>

I certify that the statements made by me above are accurate and complete and 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.