

## PROFESSIONAL JOB DESCRIPTION - OCO SECRETARIAT

<b>JOB TITLE:</b>	Trade & Revenue Management Adviser	<b>AREA:</b>	Trade Facilitation and Revenue Management, Operations
<b>REPORTS TO:</b>	Operations Manager	<b>LAST REVIEWED:</b>	August 2021
<b>EMPLOYMENT TERM:</b>	3 years	<b>SALARY BAND:</b>	negotiable

### PURPOSE:

This role is to primarily provide assistance to OCO Member Countries on Trade Facilitation and Revenue Management. It supports one of the core functions of the OCO Secretariat; to enhance cooperation and effectiveness in the delivery of regional approaches to revenue collection, trade facilitation, border security and combating of cross-border criminal activities.

Reporting directly to the Operations Manager, the purpose of this role is therefore to be advisor to the Operations Manager on the Customs components of regional trade facilitation and revenue management agreements inclusive of the WTO Agreement on Trade Facilitation (TFA) and Regional Free Trade Agreements. In addition the role is responsible for effectively and efficiently capacity building, institutional strengthening of trade and revenue related initiatives in coordination with and amongst OCO member countries and relevant partners

### KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"> <li>• OCO Member Countries</li> <li>• CROP organisations</li> <li>• Regional Stakeholders</li> <li>• Development Partners</li> <li>• Funding/Donor agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Operations Manager</li> <li>• Finance &amp; Corporate Services Manager</li> <li>• Law Enforcement &amp; Border Security Advisor</li> <li>• Small Customs Administrations Coordinator</li> </ul>

### KEY ACCOUNTABILITIES:

Responsibility	Expected Outcomes
<p><b>1. Coordinate and facilitate trade and revenue management program</b></p> <ul style="list-style-type: none"> <li>• Provide capacity building to members on Harmonised System, Customs Valuation and Rules of Origin</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent and correct application of HS, Valuation and ROO.</li> <li>• Number of Regional Trainers in the technical areas</li> </ul>

<ul style="list-style-type: none"> <li>• Develop and promote guidelines and tools on revenue collection</li> </ul>	<ul style="list-style-type: none"> <li>• Members have capacity to use and maintain up-to-date HS codes</li> <li>• Resources and tools are readily available for members use</li> </ul>
<p><b>2. Assist OCO Member States to implement international and regional trade facilitation agreements.</b></p> <ul style="list-style-type: none"> <li>• Support members to adopt international best practices, agreements and international instruments promoted by the World Customs Organization, World Trade Organization, relevant international organizations.</li> <li>• Provide capacity building support to members on implementation of regional trade agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity building provided to members on trade facilitation activities</li> <li>• Effective implementation of customs procedures in TFA and FTAs</li> <li>• Effective Implementation of PACER+/EDF activities</li> </ul>
<p><b>3. Assist member to improve Customs risk management</b></p> <ul style="list-style-type: none"> <li>• Support the development and implementation of a trader-based post-clearance audit (PCA) system</li> <li>• Support the development and implementation of an Authorized Economic Operators (AEO) scheme</li> <li>• Provide capacity building in the Risk management framework and related areas</li> </ul>	<ul style="list-style-type: none"> <li>• Improve collection for PCA System</li> <li>• Increase number of AEO established</li> <li>• Number of national risk assessment and management framework in place</li> </ul>
<p><b>4. Provide timely and quality policy advice to OCO members in Customs reforms and modernisation.</b></p> <ul style="list-style-type: none"> <li>• Support small member administrations to modernise their legislative and regulatory framework</li> <li>• Support small member administration on the implementation of digital customs</li> <li>• Enhance collaboration between customs and tax administrations</li> </ul>	<ul style="list-style-type: none"> <li>• Number of countries in compliance to international customs standards</li> <li>• Number of countries with progress on reforms initiatives</li> <li>• Progress in Number of countries implementing automation</li> <li>• Joint Customs and Tax Programs implemented</li> </ul>
<p><b>5. Develop capacity responses for OCO members</b></p> <ul style="list-style-type: none"> <li>• Monitor and analyse international and regional customs issues, analyse key trends in international and/or regional policies and provide technical advice for</li> </ul>	<ul style="list-style-type: none"> <li>• Members Profile updated</li> <li>• Improve stakeholder engagement</li> </ul>

<p>implementation to OCO Management and to members</p> <ul style="list-style-type: none"> <li>• Work with partner organisations (WCO, WTO, ROCB, PIFS, SPC etc) and development partners (DFAT, MFAT, EU etc) to assist members in implementation of trade and revenue program</li> <li>• Assist in coordinating Annual Work Program and Budget</li> <li>• Assist integration of gender equality into all aspects of the Work Program</li> <li>• Assist in the visibility of the trade and revenue program</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in collaborative activities with other Agencies – joint workshops with WCO, PIFS etc</li> <li>• Trade and Revenue Management issues are always prioritise</li> <li>• Integration of gender equality in all of trade and revenue activities</li> <li>• Annual trade and revenue activities are delivered in a timely coordinated manner</li> <li>• Increase visibility in the trade and revenue activities of the OCO Secretariat and members.</li> </ul>
<p><b>6. Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Active contribution to the maintenance of a safe and healthy work environment</li> </ul>	<ul style="list-style-type: none"> <li>• OCO health and safety policies and procedures are understood and followed</li> <li>• Identified hazards are efficiently and effectively addressed</li> <li>• Participation in health and safety audits of work is proactive</li> <li>• An understanding of emergency and evacuation procedures is demonstrated</li> </ul>

**ORGANISATIONAL CONTEXT:**

Head of Secretariat	Tier 1
Management Team	Tier 2
This role	Tier 3

**KEY RESULTS AREA:**

The role of the Trade & Revenue Management Advisor encompasses the following major functions or key results area:

- Coordinate and facilitate trade and revenue management program
- Assist OCO Member States to implement international and regional trade facilitation agreements Advisory and Research
- Assist member to improve Customs risk management
- Provide timely and quality policy advice to OCO members in Customs reforms and modernisation.
- Develop capacity responses for OCO members
- Health & Safety

This is a position of trust and it is likely you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. If material or information is discovered which is inappropriate and contravenes the OCO policies then this should be escalated to your manager immediately.

**ROLE COMPLEXITY:**

This role may require extensive travelling and staying away from home stations for longer periods. It may also involve exposure to high risk work environment, in particular if the role is required for engagement at national borders within and outside the region.

**AUTHORITIES:**

- Delegations/Contractual - To be advised – the level of authority to enter into contracts or negotiations on behalf of the organisation
- Staff - 0.0
- Financial - Operating to be confirmed

**PERSON SPECIFICATION:**

Mandatory	Desirable
<b>Formal Qualifications</b>	
<ul style="list-style-type: none"> <li>• University degree in international trade, Economics, Accounting, Business or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualifications from other relevant disciplines</li> <li>• Evidence of previously conducted post-graduate research</li> </ul>
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• Minimum 10 years ‘experience in a customs administration.</li> <li>• Demonstrate technical expertise in any of the following subject matters – Tariff, Valuation, Rules of Origin, Customs Legislation</li> <li>• In-depth knowledge on international instruments for trade facilitation [e.g. the Revised Kyoto Convention (RKC), the Trade Facilitation Agreement (TFA) of the World Trade Organization (WTO), customs procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in trade negotiations at national level and regional</li> <li>• Investment background</li> <li>• Self-starter and certified Trainer</li> <li>• Exposure to high-level meetings</li> <li>• Experience in contract management</li> </ul>

<ul style="list-style-type: none"> <li>• Previous experience on conducting training on custom technical matters/trade facilitation at national or regional level</li> <li>• Considerable experience in using quantitative methods to evaluate and analyse trade data and draw meaningful conclusions from it</li> <li>• Proven ability to design, plan and implement work programs and activities</li> <li>• Proven ability to provide high level Policy advice on trade facilitation and revenue management issues</li> </ul>	
<p><b>Skills</b></p>	
<ul style="list-style-type: none"> <li>• Highly skilled in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders and the view to building strong relationships;</li> <li>• High level knowledge and experience related to Trade Facilitation in a Customs agency;</li> <li>• Strong research, analytical and report writing skills;</li> <li>• Demonstrated capacity development skills;</li> <li>• Higher level of computer literacy;</li> <li>• Exhibit excellent English language communication skills both written and verbal;</li> <li>• Proven planning and organisational skills;</li> <li>• Self-management skills (organisation and time management);</li> <li>• Ability to work well within a team;</li> <li>• Ability to work under strict guidelines.</li> </ul>	
<p><b>Attributes</b></p>	
<ul style="list-style-type: none"> <li>• A positive ‘can do’ attitude</li> <li>• A team player</li> <li>• Trustworthy with advanced level of both personal and professional integrity</li> <li>• High level of motivation</li> <li>• Ability to learn and adapt quickly</li> <li>• Ability to make sound decisions and reasoned recommendations</li> <li>• Willingness to travel and work within the Pacific Region even for an extended period under challenging conditions</li> </ul>	

<ul style="list-style-type: none"> <li>• Passionate about making a genuine contribution towards capacity building in the Pacific</li> <li>• Enjoys Customs related work and has a passion for organisational improvement</li> <li>• Common sense, practical, result-focused approach and achievement orientation</li> <li>• Customer Service commitment</li> <li>• Confident and able to handle conflict situations and negotiations at various levels</li> <li>• Empathetic to all levels and cultures present in the organisation</li> <li>• Cultural and gender sensitivity</li> </ul>	
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**CHANGE TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by OCO. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

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Head of Secretariat

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Date

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Employee

\_\_\_\_\_

Date