

PROFESSIONAL JOB DESCRIPTION - OCO SECRETARIAT

JOB TITLE:	Customs Enforcement Advisor	AREA:	Law Enforcement & Border Protection, Operations
REPORTS TO:	Operations Manager	LAST REVIEWED:	February 2020
EMPLOYMENT TERM:	3 years	SALARY BAND:	Commencing \$63,000 neg.

PURPOSE:

The purpose of this role is to advise the Operations Manager on the needs of the OCO members in the areas of law enforcement and border security. Therefore, the role specifically promotes the efficiency and effectiveness of Customs administration in the Oceania region and aims to foster harmonisation, cooperation and assistance between members on Customs administration matters, ensuring that their interests and concerns are projected effectively to international organisations, Governments, non-government organisations and the private sector, both within and beyond the region.

KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"> • OCO Member Countries • CROP organisations • Regional Stakeholders • Development Partners • Funding/Donor agencies 	<ul style="list-style-type: none"> • Operations Manager • Finance & Corporate Services Manager • Trade & Revenue Management Advisor

KEY ACCOUNTABILITIES:

Responsibility	Expected Outcomes
<p>Develop capacity responses for members</p> <ul style="list-style-type: none"> • Provide technical advice to Management and OCO members on customs enforcement matters including commercial fraud; counterfeiting; smuggling of highly taxed goods, drugs and precursors; money laundering and terrorist financing; electronic crime; wildlife trafficking; smuggling of arms, nuclear materials, ozone depleting substances etc) • Conduct research and submit findings on customs enforcement issues to OCO members as and when required 	<ul style="list-style-type: none"> • Technical advice delivered to members • Programme of technical assistance designed and conducted, • Improved in compliance to international standards and Conventions • Project proposals are need based and funding available/approved

<ul style="list-style-type: none"> • Assist members to strengthen and update policy and legislation and border management strategies. • Prepare project proposals for funding and manage donor-funded projects dealing with enforcement issues. 	
<p>Coordinate and facilitate custom enforcement and border security program</p> <ul style="list-style-type: none"> • Develop and deliver specialised training to OCO members on customs enforcement matters • Develop and promote guidelines and tools to members on customs enforcement and border security issues • Assist in the preparation and facilitation of annual OCO Conference • Assist in coordinating Annual Work Program and Budget pertaining to Customs Enforcement issues 	<ul style="list-style-type: none"> • Project proposals are need based and funding available/approved • Training Materials and Resource materials developed and delivered • Increased number of enforcement training delivered • Members receive adequate and appropriate training on security checks and risk management • Law enforcement and security work plan progressively developed and implemented
<p>Enhance intelligence driven risk management capacity</p> <ul style="list-style-type: none"> • Provide technical assistance to members to enhance intelligence and enforcement sharing capability • Coordinate with members the use of tools – APAN, CENCom, Small Craft movement for information sharing • Maintain, administer and update the OCO APAN system • Coordinate regional enforcement operations. • Prepare and provide briefs on Customs Enforcement and related issues to Management and OCO members 	<ul style="list-style-type: none"> • Increased number of reports generated from Information Sharing IT Platforms • Increase number of usage of intelligence products provided. • Success of Regional enforcement operations
<p>Develop and strengthen partnership</p> <ul style="list-style-type: none"> • Develop, promote and collaborate with key enforcement and business stakeholders • Assist OCO in coordinating enforcement activities with donors and international and regional partners. 	<ul style="list-style-type: none"> • Increased joint workshops and capacity building activities with partners
<p>Health & Safety</p> <ul style="list-style-type: none"> • Active contribution to the maintenance of a safe and healthy work environment 	<ul style="list-style-type: none"> • OCO health and safety policies and procedures are understood and followed • Identified hazards are efficiently and effectively addressed • Participation in health and safety audits of work is proactive • An understanding of emergency and evacuation procedures is demonstrated

ORGANISATIONAL CONTEXT:

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

KEY RESULTS AREA:

The role of the Customs Enforcement Advisor encompasses the following major functions or key results area:

- Research; legal, enforcement and policy advisory support
- Law enforcement and security needs assessment
- Designing appropriate capacity development responses to enforcement needs
- Resource identification and facilitation
- Support the Operations Manager work especially on enforcement development
- 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:

- Scope of programme – number of projects
- Project prioritisation – agility to change focus when required
- Supervising a multi-national team where performance is scrutinised by external as well as internal stakeholders

AUTHORITIES:

Delegations/Contractual - Commensurate with the OCO Administration Policy, the level of authority to enter into contracts or negotiations on behalf of the organisation
Staff - 0.0
Financial - Delegations in line with the OCO Administration Policy

PERSON SPECIFICATION:

Mandatory	Desirable
Formal Qualifications	
<ul style="list-style-type: none">• University degree from a recognised University	<ul style="list-style-type: none">• A Postgraduate qualifications in Customs Administration or relevant disciplines• Membership in a relevant professional body

Knowledge and Experience	
<ul style="list-style-type: none"> • At least 10 years of experience on Customs enforcement issues at a national customs administration or law enforcement agency • Demonstrated extensive knowledge on Customs enforcement matters viz commercial fraud; counterfeiting; smuggling of highly taxed goods and drugs and precursors; money laundering and terrorist financing; electronic crime; wildlife trafficking; smuggling of arms, nuclear materials, ozone depleting substances, toxic waste, weapons of mass destruction and trafficking of cultural artefacts. • Broad experience in development and implementation of customs regulations and customs enforcement policies • Experience in planning and delivery of training in Customs enforcement matters • Proven ability to design, plan and implement work programs and activities 	<ul style="list-style-type: none"> • Strong experience in Customs capacity building initiatives • Change management, modernisation, reforms and policy formulation • Possess experience in organisation planning and budget and representation in high level meetings • Familiar with regional trade especially Free Trade Agreements and the impact on the national level • Awareness of international and regional Customs issues • Public consultation and negotiation experiences
Skills	
<ul style="list-style-type: none"> • Strong research, analytical skills and report writing • Demonstrated capacity development skills • A working knowledge and demonstrated proficiency in Microsoft Office products, including Word, Excel, and Power-Point; • Exhibit excellent communication skills, both written and verbal in English • Proven planning and organisational skills • Self-management skills (organisation and time management) • Ability to work well within a team • Ability to work under strict guidelines • Skills in establishing and maintaining relationships and partnerships with a wide range of internal and external stakeholders 	<ul style="list-style-type: none"> • Good knowledge and understanding of the cultural features and political developments in the Pacific and the likely impact on Customs and trade and security issues
Attributes	
<ul style="list-style-type: none"> • A positive 'can do' attitude • A team player • Trustworthy with advanced level of both personal and professional integrity • High level of motivation • Ability to learn and adapt quickly • Ability to make sound decisions and reasoned recommendations 	<ul style="list-style-type: none"> • Energetic, creative thinker with the ability to motivate others

<ul style="list-style-type: none"> • Willingness to travel and work within the Pacific Region even for an extended period under challenging conditions • Passionate about making a genuine contribution towards capacity building in the Pacific • Enjoys Customs work and has a passion for organisational improvement • Common sense, practical, result-focused approach and achievement orientation • Customer Service commitment • Confident and be able to handle conflict situations and negotiations at various levels • Empathetic to all levels and cultures present in the organisation • Cultural and gender sensitivity 	
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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:

Head of Secretariat

Date

Employee

Date