



## Junior Professional Officer (JPO) Programme sponsored by Japan Round 2024

### OVERVIEW

The OECD's mission – Better Policies for Better Lives – promotes policies that will improve the economic and social well-being of people around the world. It provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems. The OECD works with governments to understand what drives economic, social and environmental change.

The OECD activities cover a wide range of public policy topics that governments operate in – we measure productivity and global flows of trade and investment. We analyse and compare data to predict future trends. We set international standards in an array of fields, from education to environment, from tax to transportation. We also look at issues that directly affect everyone's daily life. We compare how different countries' school systems are readying their young people for modern life, and how different countries' pension systems will look after their citizens in old age.

The OECD uses its wealth of information on a broad range of topics to help governments foster prosperity and fight poverty through economic growth and financial stability. We help ensure the environmental implications of economic and social development are taken into account.

The OECD's work is based on continued monitoring of events in member countries as well as outside the OECD area and includes regular projections of short and medium-term economic developments. The OECD Secretariat collects and analyses data, after which committees discuss policy regarding this information. The Council makes decisions, based on the findings in the committees, and then governments implement recommendations.

### JPO PROGRAMME

The OECD is recruiting Junior Professional Officers (JPOs) sponsored by the Japanese government. This is an ideal entry level recruitment programme for Japanese nationals interested in pursuing a career at the OECD or other international organisations by leveraging their expertise in drafting, analytical and presentation skills. Candidates must have strong academic records and solid professional experience of at least two years relevant to the area of assignment. JPOs will be recruited as Junior Economists or Junior Policy Analysts supporting the teams in undertaking the Programme of Work and contributing to the achievement of the Organisation's core mission.

Once the JPO candidates are nominated to the OECD, they can be proposed for an assignment at any of the following Departments and Special Bodies, according to their skills and competencies:

- Centre for Entrepreneurship, SMEs, Regions and Cities (CFE)
- Centre for Tax Policy and Administration (CTP)
- Directorate for Financial and Enterprise Affairs (DAF)
- Development Co-operation Directorate (DCD)
- Development Centre (DEV)
- Education and Skills (EDU)
- Employment, Labour, and Social Affairs (ELS)
- Environment Directorate (ENV)



- Directorate for Public Governance (GOV)
- International Energy Agency (IEA)
- Nuclear Energy Agency (NEA)
- Statistics and Data Directorate (SDD)
- Directorate for Science, Technology and Innovation (STI)
- Well-Being, Inclusion, Sustainability and Equal Opportunity (WISE)

It is encouraged that interested candidates visit our website to obtain further information on the Departments and Special Bodies' activities before submitting their application. If an application is retained for further consideration, we will match the candidate's profile with the Organisation's needs and contact them for the final assessment(s) (typically a video interview and/or written test). A tailored job description will be provided once the selection procedure is finalised.

## **IDEAL CANDIDATE PROFILE**

### **Academic Background**

- An advanced university degree in a subject of relevance to the areas of work at the OECD, including economics, social affairs, trade, agriculture, development, education, employment, environment, finance, law, fiscal affairs, statistics and public policy.
- Strong quantitative and analytical skills demonstrated by academic achievement.
- In certain assignments, a PhD would be an advantage.

### **Professional Background**

- A minimum of two years of experience related to the field of work at the OECD. Experience in working for an international or national administration, a private company or a research institute would be an advantage.
- Experience with project organisation in research and/or policy contexts would be an advantage.
- Experience with the organisation of meetings, workshops and conferences is desirable.
- Expertise in policy analysis and data collection would be an advantage, as would be the experience in formulating and implementing policies in an OECD country.
- Experience in drafting policy papers or reports, and an ability to translate technical information into clear, concise, and policy relevant messages.

### **Tools**

- Proficiency in the use of standard (Microsoft Office) software applications. Familiarity with statistical programs such as SAS, SPSS, Spark, Python, Matlab and R would be an advantage.

### **Languages**

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

### **Core Competencies**

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined



according to the specific needs of each job role and its associated grade.

- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

### **Contract Duration**

The initial duration of appointment as JPO is 13 months, followed by an extension of 11 months and under certain conditions another possible extension of 12 months.

### **What the OECD offers**

- Monthly base salary starting from 5,564 EUR, plus allowances based on eligibility, exempt of French income tax.
- [Click here](#) to learn more about what we offer and why the OECD is a great place to work.
- [Click here](#) to browse our People Management Guidebook and learn more about all aspects relating to people at the OECD, our workplace environment and many other policies supporting staff in their daily life.
- JPOs will be entitled to all other benefits as officials of the Organisation, including the Diplomatic Immunities and Privileges.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.



### Job description

#### **Junior Economist, Junior Professional Officer, Grade PAL4 Centre for Entrepreneurship, SMEs, Regions and Cities Economic Analysis, Data and Statistics Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Centre for Entrepreneurship, SMEs, Regions and Cities \(CFE\)](#) helps local and national governments unleash the potential of entrepreneurs and small and medium-sized enterprises (SMEs), promote inclusive and sustainable regions and cities, boost local job creation, and implement sound tourism policies. It includes the Secretariat serving the Regional Policy Development Committee (RDPC) and its three Working Parties on Urban Policy, Rural Policy and Territorial Indicators and the Expert Group on Multi-level Governance, the Committee on SMEs and Entrepreneurship (CSMEE), the Tourism Committee and its Working Party on Tourism Statistics, and the Local Economic and Employment Development (LEED) Directing Committee.

CFE is looking for a dynamic, innovative and motivated Junior Economist to join the Economic Analysis, Data and Statistics Division (EDS). EDS conducts thematic analysis across the different topic covered within the CFE, in particular linking regional development policies to climate policies. The chosen candidate will have a background in the analysis of climate change mitigation, especially in the manufacturing industry, ideally from a regional perspective. She or he will have a quantitative profile and contribute to policy-oriented research on the regional development implications of decarbonising manufacturing activities that are particularly difficult to make climate neutral, as well as on the socio-economic vulnerabilities in affected regions to help prepare a just transition. The work builds on recent work of the OECD including [Regional industrial transitions to climate neutrality](#), the [Regional Outlook 2023](#) and [2021](#) as well as on [Rural transitions to net zero GHG emissions in Korea](#).

### **Main Responsibilities**

#### Research, Policy Analysis and drafting

- Identify Japanese regions with activity in selected manufacturing sectors which are particularly challenging to make climate neutral, building previous work in the CFE on Regional industrial transitions to climate neutrality in the EU and Korea.
- Identify available regional data on emissions, employment and value-added and analyse their spatial distribution.
- Assess socio-economic characteristics and identify vulnerabilities in the regions concerned, with an analysis of regional socio-economic characteristics, as well as individual worker and firm performance statistics.
- Assess regional development challenges from transformation challenges in these sectors and regions, including from access to zero-emission energy carriers and raw materials, such as hydrogen, access to zero-emission freight as well as to carbon capture, use and storage, with international competitiveness implications.



- Conduct quantitative analysis on applied economics issues using different sources of data, including aggregate indicators, firm-level microdata, labour force and household surveys and geospatial information. The subjects to be addressed will evolve in line with the programme of work established by the Regional Development Policy Committee and the Committee on SMEs & Entrepreneurship.
- Perform comparative applied policy analysis for Japan and other OECD member countries, including addressing policy outcomes, strategies, and practices in the respective areas as well as identifying best practices.
- Draft working papers and (chapters for) OECD reports and reviews on the key topics for the CFE.
- Draft other documents, including blogs, synthesis reports of expert discussions, seminar proceedings, mission reports and consultants' contributions.
- Ensure timeliness and a high level of analytical and editorial quality in the preparation and publication of OECD documents.

#### Co-ordination and Management

- Take responsibility for project-related activities such as the planning and delivery of outputs, organisation of meetings, workshops, and if appropriate missions.
- Ensure timeliness and a high level of analytical and editorial quality in the preparation and publication of OECD documents.
- Collaborate with other staff within the CFE and from other OECD Directorates to integrate knowledge in the project and contribute to horizontal projects and outputs as required.
- Contribute to the implementation of the Programme of Work under the responsibility of the CFE.

#### Liaison and Representation

- Establish and maintain good working relationships with officials from member countries, international experts and academics.
- Contribute to fundraising efforts of CFE.
- Stay abreast of developments related to urban, rural, regional and local development, SMEs, and entrepreneurship, including on developments in the academic literature on these topics.
- Carry out other related duties, as assigned.

#### Ideal Candidate Profile

##### Academic background

- An advanced university degree in a relevant field, such as economics, economic geography or business administration, with a specialisation in climate change mitigation, and including coursework in statistics and quantitative analysis.
- Training in econometric and/or data science methods using microdata.
- Experience working with industry decarbonisation, firm-level microdata and/or linked employer-employee data is an asset.

##### Professional background

- A minimum of two years of experience in research and analytical activities in the fields of applied economics, climate change mitigation in industry and energy systems, in particular related to policies in support of firms, entrepreneurship, regional, rural or urban development.
- International experience in research and analytical activities, through studies, internships or previous employment would be an asset.



#### Tools

- Knowledge of common econometric software e.g., Stata, Python and/or R is expected.
- Knowledge of GIS software would be an asset.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

#### [What the OECD offers](#)

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### Job description

## Junior Policy Analyst, Junior Professional Officer, PAL4 Center for Entrepreneurship SMEs and Entrepreneurship Division

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Centre for Entrepreneurship, SMEs, Regions and Cities \(CFE\)](#) helps local and national governments unleash the potential of entrepreneurs and small and medium-sized enterprises (SMEs), promote inclusive and sustainable regions and cities, boost local job creation, and implement sound tourism policies. It includes the Secretariat serving the Regional Policy Development Committee (RDPC) and its three Working Parties on Urban Policy, Rural Policy and Territorial Indicators and the Expert Group on Multi-level Governance, the Committee on SMEs and Entrepreneurship (CSMEE), the Tourism Committee and its Working Party on Tourism Statistics, and the Local Economic and Employment Development (LEED) Directing Committee.

CFE is looking for a Junior Policy Analyst (JPO), to contribute to the analysis of issues and policies related to SMEs and entrepreneurship, in particular entrepreneurial ecosystems and entrepreneurial education and skills. The selected candidate will contribute to projects on fostering entrepreneurial ecosystems, exploring trends in entrepreneurial education and skills. They would contribute to shaping the future agenda of the Entrepreneurship Education Collaboration and Engagement ([EECOLE](#)) Platform and gain exposure to a global network of experts and policy makers. The selected candidate will support the OECD team with the organisation of the EECOLE Roundtable that will take place in Jakarta, Indonesia, in December 2024. They will work under the supervision of the Head of Unit/Senior Economist.

### Main Responsibilities

#### Analysis and drafting

- Contribute to analytical work on developing entrepreneurial ecosystems, and entrepreneurial education and skills, based on relevant data and information analysis.
- Contribute to other thematic projects and country-specific work on entrepreneurial ecosystems.
- Contribute to the design and drafting of OECD reviews of “The geography of higher education” and studies on the entrepreneurial competences of individuals and organisations.
- Develop papers and presentations suitable for a high-level policy audience and for OECD publications.
- Keep abreast of research and policies in the area of SMEs, entrepreneurship, innovation and higher education, including at the local level.

#### Liaison

- Support the development of EECOLE in the Indo-Pacific Region.



- Support the liaison of the OECD team with the Economic Research Institute of ASEAN and East Asia (ERIA) ahead of the EECOLE Roundtable that will take place in Jakarta, Indonesia, in December 2024.
- Liaise with the Economic Research Institute of ASEAN and East Asia (ERIA), to identify key stakeholders and establish contacts in the region.
- Organise meetings and webinars: coordinate logistics, contribute to identify speakers, and prepare invitations for governments, experts, and university. Provide high level summaries of each of the meetings in a timely manner.
- Support the organization of international seminars and workshops by identifying relevant experts and participants, liaising with national government officers.

#### Other duties

- Support the development of EECOLE and its activities.
- Contribute to research projects: undertake background research on topics, map relevant policy actors, liaise with these actors.
- Contribute to the programme of work of the OECD Committee on SMEs and Entrepreneurs (CSMEE), including by preparing presentations and talking points for senior staff.

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree in a subject of relevance to the areas of work at CFE, including economics, social affairs, education, employment, and public policy or a related area.
- Demonstrated strong quantitative and analytical skills.

##### Professional Background

- A minimum of two years of experience related to the field of work at the OECD. Experience in working for an international or national administration, a private company or a research institute would be an advantage.
- Experience with project organisation in research and/or relevant policy contexts would be an advantage.
- Experience with the organisation of meetings, workshops and conferences is desirable.
- Experience in drafting policy papers and/or analytical reports, and an ability to translate technical information into clear, concise, and policy relevant messages for different types of audiences.

##### Tools

- Proficiency in the use of standard (Microsoft Office) software applications.

##### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

#### Core Competencies

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### Job description

## Junior Advisor, Junior Professional Officer, Grade PAL4 Centre for Tax Policy and Administration Cross Border and International Tax Division

The Organisation for Economic Co-operation and Development ([OECD](#)) is an International Organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD has earned a leading role in international tax issues. The Centre for Tax Policy and Administration ([CTP](#)) is the focal point for the OECD's work on all taxation issues, both international and domestic, and it works to advance the Strategic Orientations of the Secretary-General, ensuring impact of the OECD tax work in the international governance architecture. CTP collaborates with other parts of the Organisation on issues such as the digitalisation of the global economy, tax and climate change, tax and inclusive growth, and the impact of taxation on labour markets and several other multidisciplinary projects. CTP also provides the analytical support to the OECD's Committee on Fiscal Affairs, which consists of senior tax policy and administration officials from OECD countries, Associate and Partner countries and other international and regional tax Organisations. It also supports the work of the Inclusive Framework on Base Erosion and Profit Shifting (BEPS), with more than 140 member countries and jurisdictions, and the Inclusive Forum on Carbon Mitigation Approaches. Through its work, the CTP enhances the OECD's global role in standard-setting, building knowledge, communicating with the world and interacting with governments and stakeholders from around the world to inform and influence policy making in the tax area.

CTPA is looking for a Junior Advisor to contribute to the work on the Two-Pillar Solution in the Cross Border and International Tax Division (CBI) of the Center for Tax Policy and Administration (CTP). The successful candidate will report to the Head of Cross Border and International Tax Division.

### Main Responsibilities

- Support the work on Pillar 1 and Pillar 2.
- Manage and develop the Aggressive Tax Planning (ATP) Directory.
- Reviewing and providing feedback on ATP schemes submitted by participating countries.
- Editing and finalising schemes for publication on the ATP Directory.
- Uploading schemes and preparation and sending alerts when new schemes are published.
- Assisting Inclusive Framework (IF) countries that wish to begin participating in the ATP Directory.
- Working with IF member countries to facilitate the proper and effective use of the ATP Directory and to ensure countries are actively participating.
- Responding to internal and external queries on the use of the Directory.
- Contribute to the preparation of committee meetings relevant for Pillar One (Amount A and Amount B), including the organisation of public consultations, signing ceremonies, seminars and trainings to IF members or external stakeholders that are interested in the implementation of Pillar One.
- Provide support to other parts of the Cross Border and International Tax Division (CBI) or CTP as requested.



from time to time.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in law, economics, public finance or equivalent professional qualifications.

#### Professional Background

- A minimum of two years of relevant tax policy experience in a government, academic or private sector institution.
- Proven experience of presenting complex issues at meetings and conferences.
- Good knowledge of OECD instruments and standards in the tax area.
- Good knowledge of the principles of international taxation.

#### Skills

- Excellent written and oral communication skills in English, as well as a strong ability to synthesize complex material.
- Demonstrated ability to work as part of a team in a fast-paced environment.
- Strong interpersonal, communications and networking skills.
- Ability to communicate clearly, concisely and compellingly to a wide range of audiences.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

#### **Core Competencies**

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### Job description

## Junior Professional Officer, Grade PAL4 Centre for Tax Policy and Administration Director's Office

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD has earned a leading role in international tax issues. The Centre for Tax Policy and Administration ([CTP](#)) is the focal point for the OECD's work on all taxation issues, both international and domestic, and it works to advance the Strategic Orientations of the Secretary-General, ensuring impact of the OECD tax work in the international governance architecture. CTP collaborates with other parts of the Organisation on issues such as the digitalisation of the global economy, tax and climate change, tax and inclusive growth, and the impact of taxation on labour markets and several other multidisciplinary projects. CTP also provides the analytical support to the OECD's Committee on Fiscal Affairs, which consists of senior tax policy and administration officials from OECD countries, Associate and Partner countries and other international and regional tax Organisations. It also supports the work of the Inclusive Framework on Base Erosion and Profit Shifting (BEPS), with more than 140 member countries and jurisdictions, and the Inclusive Forum on Carbon Mitigation Approaches. Through its work, the CTP enhances the OECD's global role in standard-setting, building knowledge, communicating with the world and interacting with governments and stakeholders from around the world to inform and influence policy making in the tax area.

CTP is looking for a Junior Professional Officer to work as an adviser in the Counsellor team. The Counsellor team works directly with the Director and Deputy Directors of CTP to inform and provide strategic advice across the breadth of CTP's work; to prepare briefings and talking points for senior management, including the OECD Secretary-General; and to ensure the effective communication and management of CTP and its major work programmes. The Junior Professional Officer will be involved in work relating to the Two-Pillar Solution to address the tax challenges arising from the digitalisation of the economy; tax and climate change, including the Inclusive Forum on Carbon Mitigation Approaches; tax transparency; tax policy; and tax administration. The selected candidate will be directly involved in all aspects of the Counsellor team's work as a core member of the team and would report directly to the Counsellors to the Director.

### Main Responsibilities

#### Research, analysis and drafting

- Conduct research and analysis to contribute to one or more of the substantive workstreams of CTP.
- Draft speeches, confidential briefings and talking points for senior management on current issues in taxation.
- Keep abreast of relevant current affairs and developments in international and country taxation to inform the Director and Deputy Directors.
- Contribute to shaping messaging and external communications from CTPA to stakeholders and country



governments.

- Participate in, and contribute to, special assignments and specific initiatives as required.

#### Co-ordination, project management and representation

- Request, coordinate and ensure the quality of inputs from colleagues across CTP for inclusion in strategic reports, communications, or briefings.
- Coordinate with colleagues across CTP and the wider OECD to prepare high-profile events and working group meetings.
- Contribute to the design and delivery of high-quality activities such as seminars, workshops, web briefings to a wide variety of audiences.
- Keep up to date on the progress of major CTPA initiatives and communicate progress and timelines within the Counsellor team and to senior management.
- Represent CTP and the OECD at internal meetings and at external events as required.

#### Other tasks

- Provide guidance and advice to more junior staff members, including interns.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in a relevant discipline such as economics, law, taxation, accounting, finance, international relations or public policy is required.
- Coursework in one of the following areas would be an advantage: public law, international affairs, international law, tax law, corporate law, public finance, public policy, public administration, macroeconomics.

#### Professional Background

- A minimum of two years of relevant professional experience in a field of tax in a national tax administration or finance ministry, international organisation, research institution, university or the private sector.
- Proven experience in policy analysis and a very good understanding of the tax-related challenges that governments are facing; and a good knowledge of the OECD's substantive tax work would be an asset.

#### Tools

- Knowledge of Microsoft Office products (Outlook, Word, PowerPoint) is essential.

#### Skills

- Excellent written and oral communication skills in English, as well as a strong ability to synthesise complex material.
- Experience undertaking policy-relevant research and communicating this to a wide range of stakeholders.
- Demonstrated ability to work as part of a team in a fast-paced environment.
- Strong interpersonal, communications and networking skills.
- Ability to communicate clearly, concisely and compellingly to a wide range of audiences.



#### Languages

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### Job description

## Junior Policy Analyst/Economist, Junior Professional Officer, Grade PAL4 Centre for Tax Policy and Administration Tax Policy and Statistics Division

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The CTP is looking for a Junior Policy Analyst/Economist to contribute to its workstream on taxation and inequality, a priority area for the CTP. This workstream responds to policy makers' increasing preoccupations with the need to address inequality and considerations of tax policy as a key element of the policy toolkit. The selected candidate will be fully integrated in all aspects of the OECD's work on taxation and inequality including data analysis, empirical research, drafting policy documents, and participation in high-level meetings. They will be part of an inter-disciplinary team of economists, statisticians and policy analysts, and report directly to the Head of the Personal and Property Taxes Unit of the Tax Policy and Statistics Division.

### Main Responsibilities

#### Research, analysis and drafting

- Undertake background research, including literature reviews, to support the tax and inequality workstream.
- Carry out data collection, management and analysis, data visualisation, and support empirical research.
- Draft high-quality documents – including analytical papers, sections of reports and policy briefs – intended for both expert and non-expert audiences.
- Prepare briefing materials and presentations ahead of meetings and conferences, as well as background notes and speaking points for senior management.



#### Coordination, liaison and representation

- Establish contacts and work in close collaboration with representatives of national administrations and country delegations.
- Present the team's work in meetings, seminars, conferences and briefings, and contribute to disseminating papers and reports to a wide array of audiences.

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree in economics, statistics, or public policy.

##### Professional Background

- A minimum of two years of relevant experience in public economics or tax policy in a government, academic or private sector institution.

##### Tools

- Proficient use of statistical software (e.g. R, Stata, Python).

##### Skills

- Strong background in economic and policy-relevant analysis.
- Good knowledge of statistics and data analysis.
- Excellent written and oral communication in English, and a strong ability to synthesise complex material.

##### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 2); Achieve Results (Level 1); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

#### [What the OECD offers](#)

- Monthly base salary starting from 5,564 EUR, plus allowances based on eligibility, exempt of French income tax.
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### Job description

## Junior Competition Lawyer, Junior Professional Officer, Grade PAL 4 Directorate for Financial and Enterprise Affairs Competition Division

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The core mission of the Directorate for Financial and Enterprise Affairs ([DAF](#)) is to assist markets to fund inclusive economic growth, and in turn Better Lives, through setting and implementing standards, providing capacity building and technical assistance, acting as a forum for co-operation and collaboration across the OECD Directorates, external stakeholders and International Organisations. DAF's work is structured under two work clusters - Conduct and Markets - and its mission is pursued through seven substantive divisions whose teams provide member and partner countries with policy guidance, analysis and support in the areas of competition, anti-corruption, corporate governance, responsible business conduct, financial markets, and international investment. DAF currently employs about 250 staff members (economists, lawyers, statisticians, support staff, consultants, and trainees), who support work across a broad range of policy areas.

The [Competition Division](#) (DAF/COMP) supports the OECD's Competition Committee and outreach efforts, serving as a leading source of policy analysis and advice to governments on how best to harness market forces in the interests of greater global economic efficiency and prosperity and is increasingly focussed on work related to South-East Asia quadrant, both in the context of the Competition Committee work and in regional projects. Japan and the Japan Fair Trade Commission (JFTC) play a leading role in the promotion of competition law and policy in the region and we are looking for a Junior Competition Lawyer to assure a close liaison with the Permanent Delegation and Toyko. The selected candidate will report to a Competition Expert.

### Main Responsibilities

Support, research and reports

- Support senior staff in the Division through research of existing literature and case law from different jurisdictions relating to the topics on the agenda of the Competition Committee and Working Parties.
- Assist in the reviewing and summarising country contributions to help prepare the meetings of the Competition Committee.
- Assist in drafting of sections of secretariat papers.
- Liaise with external experts and delegates as appropriate.

### Ideal Candidate profile



#### Academic Background

- An advanced university degree in law, ideally specialised in competition law.

#### Professional Background

- A minimum of two years of experience in the application of competition policy, for example in a national or international administration responsible for the enforcement of competition law or in the private sector.
- Some knowledge of substantive, procedural and institutional issues that arise in competition law or regulatory enforcement.
- Analytical ability, including the capacity to address policy issues in a multidisciplinary context.
- Some experience in presenting technical subjects in writing as well as orally. Ability to communicate effectively and to present issues of competition and regulatory policy clearly, concisely and convincingly.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Excellent knowledge of Japanese.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- Please refer to the level 3 indicators of the [OECD Core Competencies](#).

#### Contract Duration

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### Job description

## **Junior Professional Officer, Grade PAL4 Directorate for Financial and Enterprise Affairs Investment Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD has earned a leading role in financial and enterprise issues. In line with the Strategic Orientations of the Secretary-General, the core mission of the OECD's Directorate for Financial and Enterprise Affairs ([DAF](#)) is to assist markets to fund inclusive economic growth, and in turn Better Lives, through setting and implementing standards, providing capacity building and technical assistance, acting as a forum for co-operation and collaboration across the OECD Directorates, external stakeholders and International Organisations. DAF's mission is pursued through five substantive divisions whose teams provide member and partner countries with policy guidance, analysis and support in the areas of competition, anti-corruption, capital markets and financial institutions, international investment and responsible business conduct.

The Investment Division ([INV](#)) is responsible for advising OECD Member and partner governments on international investment law and policy, investment treaties, sustainable investment, and foreign direct investment statistics.

The Infrastructure Unit within the Investment Division aims to facilitate financing and investment into infrastructure by institutional investors, a banks, and other financing avenues, addressing both potential regulatory obstacles and market failures. The work consists of engaging institutional investors, financial institutions and policy-makers that will ultimately enable the OECD to provide effective policy recommendations at the highest political level (G20 and APEC).

The Investment Division and its Infrastructure Unit are looking for a dynamic Junior Professional Officer to contribute to the analysis of financing and investment mechanisms, with a focus on sustainable finance work, including on environment, social and governance (ESG) rating and investing, the Sustainable Development Goals (SDGs), and climate transition in financial markets and to provide effective and proactive contributions to the work on infrastructure investment and financing. The selected candidate will be responsible for drafting analytical reports with a specific focus on asset allocation and investment, will also develop analytical notes and policy briefings with respect to markets, market intermediation and sustainable finance. The selected candidate will work under the supervision of the Deputy Head of Investment Division/Head of the Infrastructure Unit.

### **Main Responsibilities**



#### Analysis, research and drafting

- Conducting desk research on sustainable finance and investment trends and issues, and supporting the team in analysis and data collection tasks.
- Acting as a contributor to analytical notes and policy recommendations regarding financial markets and sustainable finance, such as work on ESG, using financial or data analytical skills.
- Taking an active role in the data collection project, drafting the proposal, starting the analysis of data and helping the co-ordination with Global Infrastructure Hub (GIH), World Bank Group (WBG), European Investment Bank (EIB), private sector counterparts.
- Co-ordinating survey requests (including for the Large Pension Fund Survey) and carry out supplementary research on developments on specific regions as required (i.e. Egypt/Suez Canal, Brazil, Asia).

#### Meetings, liaison, communication and co-ordination

- Contribute to discussions on economic and financial policy developments in Member and non-Member countries and on developments in academic literature.
- Participating as required in other projects and activities of DAF and throughout the OECD.
- Assisting with the organisation of seminars, workshops and other, including preparation of draft agendas and summary records, identification of speakers, co-ordination with delegations and institutional investors.
- Supporting the development of an institutional investor and financing network through identifying and contacting potential members and prepare marketing material.

#### **Ideal Candidate Profile**

##### Academic Background

- An advanced university degree in economics, finance, or related fields. Other advanced qualifications particularly in financial and data analytics may also be considered.

##### Professional Background

- A minimum of two-year experience in working on financial markets, portfolio management issues, preferably those related to insurer and pension fund investment or project financing would be a plus. Knowledge of the infrastructure sector and other long-term illiquid investments is highly valuable.
- Good knowledge of OECD work on sustainable finance and on long-term investment, infrastructure finance, and pension fund/institutional investors.
- Experience in the use of economic data or econometric analysis to address policy issues.

##### Tools

- Strong Microsoft excel, data management skills and statistical software a plus.

##### Skills

- Excellent communication skills and proven ability to organise and summarise complex material and draft clear, concise and high-quality documents.
- Demonstrated ability to write clearly and to deal with highly technical subjects which require transformation into well-structured, concise and easy-to read, policy-orientated reports for a variety of audiences, using different written media.
- Knowledge of and ability to use key data sources (OECD, Datastream, Thomson Reuters, Bloomberg, on-



line bank sources, private bank reports).

- Demonstrated interest and knowledge of the interface between financial, economic, and structural adjustment issues, including trends with respect to sustainable finance and debt transparency.
- Strong analytical skills.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

#### What the OECD offers

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### Job description

## Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Directorate for Financial and Enterprise Affairs Centre for Responsible Business Conduct

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD has earned a leading role in financial and enterprise issues. The core mission of the Directorate for Financial and Enterprise Affairs ([DAF](#)) is to assist markets to fund inclusive economic growth through setting and implementing standards, providing capacity building and technical assistance, acting as a forum for co-operation and collaboration amongst a wide range of stakeholders. DAF's work is structured under two work clusters – Conduct and Markets – and its mission is pursued through several substantive divisions that provide OECD member and non-member countries with policy guidance, analysis and support in the areas of competition, anti- corruption, corporate governance, responsible business conduct ([RBC](#)), financial markets, and international investment.

Within DAF, the Centre for Responsible Business Conduct (RBC Centre) is in charge of promoting the implementation of the [OECD Guidelines for Multinational Enterprises](#) and related [due diligence guidance](#) and provides the Secretariat of the network of [National Contact Points](#) (NCP). As part of its strategic priorities, the RBC Centre focuses on supporting policymakers to take actions towards an enabling policy environment to drive, support, and promote responsible business practices. The RBC Centre also brings together policymakers, business and stakeholders to promote implementation of the OECD standards on RBC at the country, sub-regional and regional level through dedicated programmes and tailored projects for [global partnerships](#).

DAF is looking for a Junior Policy Analyst with excellent analytical and organisational skills to join the RBC Centre and support the work on RBC in public policy and regional programmes. The selected candidate will report to the Head of Government Policy and Regional Programmes.

### Main Responsibilities

#### Research, analysis and drafting

- Undertake research and analysis on RBC and due diligence in Asia, including on private sector initiatives in global supply chains and government efforts to implement and enable policy coherence on RBC.
- Draft analytical reports, working papers, policy briefs, discussion summaries, talking points, background notes and other types of documents.
- Adapt existing materials and resources to the context in support of capacity building and training on RBC and due diligence.
- Develop communications materials tailored to different types of audience for disseminating key messages on RBC.



- Collect, analyse and present data related to RBC, such as survey results or relevant cases handled by NCPs.

#### Operational support, liaison and other tasks

- Support the team in deepening and expanding engagement with relevant stakeholders, including policymakers, businesses, civil society and international organisations, active particularly in Asia.
- Help organise and convene events, consultations and meetings, including logistics, co-ordination with partners and communications with stakeholders.
- Participate in events and workshops relevant to RBC in Asia.
- Liaise with the RBC Centre and DAF communications staff to ensure on-time publication of various materials.

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree in economics, international law, political sciences or development.
- Specialisation in issues related to human rights, labour rights, climate and environmental risks, due diligence, supply chain risk management, and/or access to remedy would be an advantage.

##### Professional Background

- A minimum of two years of relevant experience in a field related to RBC; corporate social responsibility (CSR); environment, social and governance (ESG); or supply chain management.
- Strong analytical ability to address policy issues in a multidisciplinary context.
- Interest and good understanding of key issues relating to sustainability in global supply chains.
- Strong communication and presentation skills to convey complex information to specialised and non-specialised audiences.
- Experience in working with a wide range of stakeholders (governments, businesses, civil society, international organisations) and in project coordination/implementation would be an asset.
- Knowledge on international standards on RBC, policies and initiatives relevant to sustainable development would be an advantage.

##### Tools

- Proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and the ability to quickly learn the standard range of software packages used in the OECD.

##### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.



- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### **Contract Duration**

- One-year fixed term appointment, with the possibility of renewal.

#### **What the OECD offers**

- Monthly base salary starting from 5,564 EUR, plus allowances based on eligibility, exempt of French income tax.
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### Job description

**Junior Professional Officer, Grade  
PAL4 Development Co-operation  
Directorate Global Partnerships &  
Policies Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Development Co-operation Directorate \(DCD\)](#) supports coordinated, innovative, international action to accelerate the implementation of the 2030 Agenda in developing countries and improve financing for the Sustainable Development Goals (SDGs). The Directorate helps set international standards for development co-operation, supporting the OECD Development Assistance Committee (DAC), and monitors how donors deliver on their commitments. Drawing upon OECD-wide expertise, DCD supports members and partners with data, analysis and guidance.

The Gender Equality Team in the DCD provides the Secretariat to the DAC Network on Gender (GENDERNET) – a community of practice which shares experiences and leads evidence-based analysis, disseminates good practice and innovative approaches on integrating gender equality perspectives and women’s empowerment into key and emerging aspects of development co-operation, and steers policy guidance to strengthen the results of development co-operation in this area. The Team also manages the DAC Reference Group on ending Sexual Exploitation, Abuse and Harassment (SEAH).

DCD is looking for a Junior Professional Officer to support the Gender Equality Team. The selected candidate will report to the team lead of the Gender Equality Team under the overall guidance of the Head of the Division.

### **Main Responsibilities**

#### Research, analysis, and drafting

- Conduct and support research, data analysis, and analytical work on financing for gender equality.
- Assist the drafting of evidence-based policy products on issues related to gender equality and women’s empowerment.
- Contribute to and support strategic thinking and reflection on the use of online platforms, data management and data visualisation.

#### Co-ordination, communication, representation and liaison

- Prepare outreach and promotional materials for the dissemination of the Directorate’s work, and assist with organising launch events, workshops, conferences and other meetings.
- Conceptualise and organise peer learning activities between DAC members and external partners.
- Liaise with academic and research institutions to find complementarities with DCD’s work.



- Develop communication materials and support the creation and dissemination of social media content.

#### Other tasks

- Carry out other tasks required to enable the Directorate to deliver on the above overall objectives.
- Contribute to joint projects and activities of other teams in DCD and the OECD, including activities with key partners/organisations engaged in the above referenced issues.

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree in political sciences, development studies, gender equality or other relevant discipline.

##### Professional Background

- A minimum of two years of relevant experience in the field of development in a government institution, international organisation, business, civil society organisation, research institute or consultancy.
- Experience, particularly at the international level, working with diverse stakeholders (governments, NGOs, industry, trade unions) on gender equality and development.
- Familiarity with partners and stakeholders of the OECD Development Assistance Committee would be an advantage.

##### Tools

- Knowledge of statistical systems and/or data visualisations tools (e.g., Flourish, Shiny Apps, Stata) would be an advantage.

##### Skills

- Excellent interpersonal, written and communication skills.
- Ability to communicate clearly, concisely and in a compelling manner to different audiences.

##### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
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#### Contract Duration

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### Job Description

**Junior Analyst, Junior Professional Officer, Grade  
PAL4 Development Co-operation Directorate  
Multilateral Organisation Performance Assessment  
Network**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The Multilateral Organisation Performance Assessment Network ([MOPAN](#)) is an independent network of 22 member states who work together – as responsible shareholders and funders – to improve the performance of the multilateral system, making it stronger, better and smarter. The Network is serviced by a Secretariat which is hosted by the Development Co-operation Directorate (DCD) at the OECD. Together, MOPAN members, observers and collaborators provide nearly USD 80 billion in annual contributions to and through the multilateral system – the majority of the system’s ODA funding. MOPAN is therefore well-positioned to support member states to push greater effectiveness in the multilateral system, helping organisations that they fund to become more fit-for- purpose, relevant and results-focused – through accountability and learning.

MOPAN is looking for a dynamic and enthusiastic Junior Analyst to join the MOPAN Secretariat. This entry-level role requires a good knowledge of the multilateral system and organizational performance. The selected candidate will be able to analyse complex and wide-ranging data and produce high-quality written materials tailored to different types of stakeholders. Strong conceptual, analytical and data management skills are essential.

### Main Responsibilities

#### Multilateral Data Hub

- Support the Senior Adviser and the Data Analyst in the design, prototyping and roll-out of a new Multilateral Data Platform. This is a mission-critical activity for the MOPAN Secretariat on behalf of its members. Organizing the data managed by MOPAN to optimize operations and provide relevant and timely information to users has the potential to dramatically increase efficiency and the overall value of MOPAN performance assessment work to its members and other stakeholders.
- Carry-out analytical work to refresh the needs assessment and feasibility analysis which will form the basis of the Multilateral Data Hub (MDH) project.
- Support stakeholder engagement to ensure the relevance, timeliness and quality of the Multilateral Data Hub (MDH) project.

#### Multilateral Organisation Performance Assessment Network (MOPAN) 4.0

- Support the update of MOPAN’s assessment methodology from MOPAN 3.1 to MOPAN 4.0. This is a mission- critical project to align MOPAN’s approach with its new vision, mission statement and mi-term strategy agreed by its members in 2023.



- Analyze the results of member surveys and interviews and consultations with service providers and independent experts.
- Desk-based analysis of literature related to trends in multilateral performance measurement, organizational effectiveness.
- Desk-based analysis of lessons learned from past MOPAN assessments.
- Participate in developing a new MOPAN Theory of Change.
- Support the development of new indicators.
- Contribute to stakeholder engagement to ensure MOPAN 4.0 is relevant, timely and of high quality.

#### Assessments of Multilateral Organisations

- Support Assessment Managers in the design and delivery of high quality and impactful organizational assessments. This activity is at the core of the MOPAN business model.
- Carry-out desk-based reviews on organisations assessed by MOPAN for the first time to understand the strategic context of the assessment and any need for adaptations to the standard MOPAN approach. This will include, amongst others, the International Committee of the Red Cross and the Green Climate Fund.

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree in international affairs/relations, development, political science, public administration, economics, statistics or other related fields.

##### Professional Background

- A minimum of two years of relevant experience in an organization working in the field of international cooperation.
- Experience in evaluation and/or other types of research, including desk-based reviews and interviews, and the ability to analyze complex sets of data and translate technical information into clear, concise and policy- relevant messages.
- Experience in data management and data visualization.
- Familiarity with work related to multilateral performance would be an advantage.

##### Tools

- Proficiency in the use of standard (Microsoft Office) software applications.
- Knowledge of data management and visualisation tools would be an advantage.

##### Skills

- Analytical skills.
- Excellent drafting ability in English.

##### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed



as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).

- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
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#### **Contract Duration**

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### Job description

## Junior Policy Analyst, Junior Professional Officer, PAL4 Development Centre

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The OECD [Development Centre](#) (DEV) is working to support developing countries and emerging economies find innovative policy solutions to promote sustainable development, reduce poverty and inequalities, address gender inequality and improve people's lives. The Centre brings together 54 member countries and facilitates policy dialogue between governments, involving public, private and philanthropic actors. Countries from Africa, Asia and Latin America participate as full members in the Centre, where they interact on an equal footing with OECD members.

DEV is looking for a motivated Junior Policy Analyst to work on the cross-cutting agenda of "Financing for Development". This agenda seeks to explore policy options for developing countries to improve their available resources to finance development. This includes relevant areas of work such as tax reforms to make taxation systems more effective and fairer while improving the incentives for entrepreneurship. These reforms aim also to respond to the challenges and opportunities offered by a new international taxation system. At the expenditure side, the selected candidate will contribute to understanding the drivers of efficient public expenditure and ways to improve its impact; they will explore ways to develop sustainable debt paths and explore international options for debt management, and the development of financial markets and innovative financing instruments to tap into new sources of finding. They will contribute to addressing the financing needs with key transitions like digital and green. This agenda should involve relevant stakeholders, including public and private sector, development finance institutions, multilateral organisations, and others.

The Junior Policy Analyst will work with DEV's three regional units for [Asia, Africa](#) and [Latin America and the Caribbean](#) on these issues taking a broad international perspective, analyzing these challenges across regions where relevant, drawing lessons learned and exploring areas of collaboration and interaction between these three regional areas. The "Financing for Development" agenda is directly connected to other areas of work of the Development Centre, including work on economic, social, institutional and environmental dimensions of development, hence the importance of having an strategic perspective in this position. This agenda will contribute as well to enriching annual regional outlooks and the annual reports on taxes produced for each of the regions.

### Main Responsibilities

Research and analysis: data analysis, drafting of analytical work

- Conduct data collection on multiple development finance topics and support its use into existing OECD models. These include aspects related to fiscal policy (tax structure, taxing wages, tax incentives, tax morale, etc) and the development of financial markets in developing countries (issuance of new financial instruments)



such as green, social, sustainability and sustainability-linked bonds, the role of national development banks, etc).

- Draft and edit high-quality analytical reports, policy briefs, related to development finance, in collaboration with other staff at the OECD Development Centre and/or external experts, as well as with other OECD Departments and international organisations.

#### Events, representation and communication

- In close coordination with internal (DEV and OECD) and external partners, contribute substantively and logistically to the organization of key events and meetings to discuss, present and disseminate results of DEV's work on the agenda of financing for development.
- Provide support to DEV during the liaison, communication and co-ordination of activities with officials in member and non-member country administrations, partners in other international organisations, as well as with academics, the private sector, and various research institutes and partner bodies working on development, fostering effective working relationships with them.
- Follow the work of – and support DEV's participation in – key international fora on financing issues, including discussions around the [New Global Financial Pact](#), [Finance in Common](#), and others.
- Support the planning, organising, and participate when relevant, in regular meetings and missions related to DEV's activities; provide briefings as requested for liaising with DEV's Director's office in the areas of work and projects linked to financing for development.

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree in economics, development studies, public policy, international relations, political science, or related field. Proven abilities to work at research and strategic levels.

##### Professional Background

- A minimum of two years of relevant professional experience in public or private sector, preferably in an international organisation/national public administration or international environment, that demonstrates versatile skills and strong analytical capabilities.
- Good knowledge of the realities of emerging and developing countries, preferably acquired through experience working with them, on issues surrounding development policy making and financing.
- Experience in working on data collection, management and analysis, and command of related software tools would be an asset.
- Strong experience in project management and process optimisation in a complex and high-pressure environment, including with multiple stakeholders.
- Experience engaging in or working with the private sector and a good understanding of business perspectives in global markets.
- Strong communication, visualisation and presentation skills to convey complex information to specialised and non-specialised audiences.

##### Tools

- Proficiency in the use of standard (Microsoft Office, Power Point, etc) software applications.
- Good knowledge of statistical software (Stata and R).



#### Skills

- Drafting skills for a policy audience.
- Policy analysis on financing for development issues.
- Data analysis skills in Stata, R.
- Presentation skills and use of PowerPoint.
- Logistical skills for event preparation and invitations.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of Spanish would be an asset.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

#### [What the OECD offers](#)

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- [Click here](#) to browse our People Management Guidebook and learn more about all aspects relating to people at the OECD, our workplace environment and many other policies supporting staff in their daily life.



### Job description

## Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Development Centre Migration and Skills Unit

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD [Development Centre](#) (DEV) is working to support developing countries and emerging economies find innovative policy solutions to promote sustainable development, reduce poverty and inequalities, address gender inequality and improve people's lives. The Centre brings together 54 member countries and facilitates policy dialogue between governments, involving public, private and philanthropic actors. Countries from Africa, Asia and Latin America participate as full members in the Centre, where they interact on an equal footing with OECD members.

DEV is looking for a Junior Policy Analyst to support the work of the Migration and Skills Unit (MSU), which focuses on policies that link migration with development in developing economies and supports international processes that help foster that link. The Unit specifically engages with international fora such as the Global Forum on Migration and Development (GFMD), the United Nations Global Compact on Migration (GCM) and the United Nations Network on Migration (UNNM) and manages its own annual Policy Dialogue on Migration and Development (PDMD).

The Junior Policy Analyst will provide support towards policy research on regional skills mobility, transit migration and development and integration in developing countries. The consultant will help carry out literature reviews, carry-out data analysis, organise experts meetings, and draft policy documents.

### Main Responsibilities

#### Literature review

- Carry-out an extensive literature review on skills mobility, including: closely following new policies and announcements across different regions, a history of policies to foster skills mobility, including current policies, theoretical frameworks, empirical and qualitative evaluations and lessons learned from all parts of the world (including in the OECD).

#### Data analysis

- Carry-out data analysis with either R or Stata, with relevant and available datasets.
- Search for new and relevant datasets.
- Find new and innovative methods to display data, including infographics.

#### Research, Policy analysis and drafting



- Carry-out comparative policy analysis on skills mobility: including skills mobility partnerships and global skills partnerships, leveraging and interpreting data analysis.
- Draft high-quality technical research documents, project reports and policy briefs/articles targeted at non- technical audiences and the media, under tight deadlines.
- Formulate sound policy assessments and proposals, taking into account good practices, comparative data, benchmarks and indicators.

#### Policy-related meetings and events

- Support the unit in organising policy events, including: The 2025 Global Forum on Migration and Development chairmanship, The 2025 High Commission's Dialogue, The 2024 regional reviews for the Global Compact on Migration, The senior level officials meeting of the Abu Dhabi Dialogue, A high-level event on transit migration in Costa Rica (2024), DEV's annual Policy Dialogue on Migration and Development, DevTalks, as requested.

#### Other duties

- Contribute to fundraising activities.
- Contribute to other tasks that may arise as relevant to the work programme of the Division and/or the Directorate.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in economics or other social sciences with focus on economic development or international migration.
- Additional assets: Proven ability and interest in policy questions related to development or international migration and up-to-date and broad knowledge of international migration and development.

#### Professional Background

- A minimum of two years of relevant experience in national, regional or global policy analysis on a low- or middle-income country. Experience working on migration, education or employment policy, including assessment of skills, would be an asset.

#### Tools

- Knowledge of Stata, R, PowerPoint, and Excel.

#### Skills

- Drafting skills for a policy audience.
- Policy analysis on financing for development issues.
- Data analysis skills in Stata, R.
- Presentation skills and use of PowerPoint.
- Logistical skills for event preparation and invitations.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of Arabic and Spanish languages would be an asset.



### **Core Competencies**

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### **Contract Duration**

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### Job description

## Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Development Centre Networks, Partnerships and Gender Division

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD [Development Centre](#) (DEV) is working to support developing countries and emerging economies find innovative policy solutions to promote sustainable development, reduce poverty and inequalities, address gender inequality and improve people's lives. The Centre brings together 54 member countries and facilitates policy dialogue between governments, involving public, private and philanthropic actors. Countries from Africa, Asia and Latin America participate as full members in the Centre, where they interact on an equal footing with OECD members.

DEV is looking for an enthusiastic and motivated Junior Policy Analyst to join the Gender Unit. The team is dedicated to producing data and evidence-based analysis, informing policy makers and development practitioners about the root causes of gender inequality. It focuses on discriminatory social institutions, i.e., formal and informal laws, social norms and practices that create persistent structural barriers faced by women and girls throughout their lifetime.

The selected candidate will work under the supervision of the Gender Programme Coordinator and in close cooperation with the rest of the Gender Unit, as well as with other colleagues of the Networks, Partnerships and Gender Division.

### Main Responsibilities

#### Research and analysis

- Contribute to the research and analysis of the Gender Unit, with particular focus on the knowledge products related to the Social Institutions and Gender Index (SIGI) and its masculinities project.
- Contribute to the Country Studies on masculinities that are being conducted in Mozambique and Senegal.
- Carry out statistical analysis by collecting primary and secondary data and drawing meaningful interpretation and reporting of the research findings.
- Assist with the research, drafting and review of high-quality reports, briefs, presentations and speaking notes designed to move policy debates forward and to improve research and knowledge on social norms including liaison with key stakeholders.
- Interpret statutory and customary legal frameworks governing the family sphere, the public life and violence against women to produce and monitor the SDG 5.1.1 indicator.

Outreach activities and effective liaison with key stakeholders



- Liaise with the SIGI National Focal Points and external partners, especially for the County Studies.
- Assist the team with organisation of policy dialogues and dissemination events, in coordination with the Gender Unit, that both content and logistical aspects of the events have been anticipated.
- Represent the Development Centre's Gender Programme at different platforms when deemed necessary.
- Ensure effective communication and cooperation with UN Women and the World Bank to produce and monitor the SDG 5.1.1 indicator.
- Undertake other assignments as requested by the Gender Programme Coordinator.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in economics, development studies, public policy, international relations, political science, or similar. Proven abilities to work at research and strategic levels.

#### Professional Background

- A minimum of two years of relevant experience in public or private sector, preferably in an international organisation/national public administration or international environment, that demonstrates versatile skills and strong analytical capabilities.
- Good knowledge of the realities of emerging and developing countries, preferably acquired through experience working with them, on issues surrounding development policy making and financing.
- Proven ability to undertake high quality research and analytical work on development topics.
- A solid understanding of the analytical and conceptual challenges central to developing gender statistics in developing countries and the analysis of this data.
- Excellent writing and oral skills. Strong personal motivation to work on innovative research and policymaking tools to promote awareness and policy change in favour of gender equality.
- Strong communication, visualisation and presentation skills to convey complex information to specialised and non-specialised audiences.

#### Tools

- Proficiency in the use of standard (Microsoft Office, Power Point, etc) software applications.
- Good knowledge of statistical software (Stata and R).

#### Skills

- Outstanding analytical and drafting skills, and the ability to work quickly and produce concise, top-quality work at strategic, operational levels.
- Proven ability to carry out empirical analysis to substantiate and support policy analysis.
- Proficiency in the use of standard software applications (MS Office).
- Intellectual curiosity and capacity to take initiative and be innovative.
- The ability to establish and maintain effective and harmonious working relations in a multicultural environment, while working under pressure and having to meet strict deadlines.
- Data analysis skills in Stata, R.
- Presentation skills and use of PowerPoint.
- Logistical skills for event preparation and invitations.

#### Languages



- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

### **Core Competencies**

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- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

### **Contract Duration**

- One-year fixed term appointment, with the possibility of renewal.

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### Job description

## Junior Advisor, Junior Professional Officer, Grade PAL4 Directorate for Education and Skills Director's Office

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD [Directorate for Education and Skills](#) (EDU) leads the Organisation's work to help member and non-member countries achieve high-quality learning for all, design better skills policies, and turn them into jobs and growth. The Directorate carries this out by providing statistics, analysis and policy advice to countries on a wide range of educational topics.

EDU is looking for a Junior Advisor to work in the Director's Office under the supervision of EDU Senior Counsellor and in co-ordination with other colleagues in the Director's Office and across the Directorate. The selected candidate will support the co-ordination of inputs from across the Directorate for a very broad range of requests from the Office of the OECD Secretary-General and EDU senior management. They will also work to support the Directorate in co-ordinating EDU's existing and potential engagement with foundations and other partners and contribute to directorate-level knowledge mobilization. They will also assume responsibility for special assignments at Directorate level.

### Main Responsibilities

- Work closely with the Senior Counsellor and Advisor to contribute to, and coordinate, the preparations of the analytical and policy content of briefings, talking points, reports, letters and other strategic documents.
- Participate in the planning and preparation of meetings, including the preparation of background documents, talking points and summary records.
- Maintain directorate-level documentation on bilateral co-operation with foundations and other partners, and proactively research potential partners with which EDU could work in the future.
- Assist in the preparation of the Director's missions and visits, ensuring that key strategic issues are covered, and that appropriate feedback and follow-up actions are taken.
- Participate actively in on-going processes to improve horizontal work and co-ordination within the directorate and its link with the rest of the Organisation.
- Support the Senior Counsellor to develop new, and enhance existing, digital resources to facilitate coordination of directorate-wide staff initiatives.
- Help facilitate EDU's coordination with the OECD Council Secretariat and as needed, the OECD standing committees (Executive Committee, Budget Committee, and External Relations Committee).

### Ideal Candidate Profile



#### Academic Background

- An advanced university degree in economics, social, public policy or political sciences, international relations, education, or a related field.

#### Professional Background

- A minimum of two years of relevant experience in an international organisation, a national administration, university, research center or consultancy in EDU's area of work.
- Demonstrated analytical skills, as well as the ability to organise and to summarise complex material, encompassing empirical data.
- Proven skills in establishing and developing professional contacts and to interact with national delegations, government officials, other international organisations, and stakeholders.

#### Tools

- Proficiency in the use of standard Microsoft Office products (Outlook, Word, PowerPoint) is essential; MS Teams project management tools and statistical tools would be an asset.

#### Skills

- Excellent drafting and oral communication skills.
- Analytical skills, as well as the ability to organise and to summarise complex material, encompassing empirical data.
- Excellent coordination and organizational skills in planning, managing, organising, and archiving information using different project management tools and making this information available in easy-to-access format.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
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#### Contract Duration

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### Job description

## Junior Health Policy Analyst/Economist, Junior Professional Officer, Grade PAL4 Employment, Labour, and Social Affairs Health Division

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The [Directorate for Employment, Labour and Social Affairs \(ELS\)](#) includes a focus on health through its Health Division. Health Division works on a number of projects, reflecting country policy interests and the programme of work of the Health Division, including: monitoring and assessing health and health systems performance; health system quality and outcomes and people-centred health systems; health system resilience; public health and prevention policies; ageing, long-term care, and end of life care; health and climate change; health system digitalisation; and health innovation and pharmaceutical policies. Other possible areas of work include: health workforce; value for money, financial sustainability of health systems and health financing policies; analysis of health expenditure and system of health accounts; health inequalities; health workforce; health data infrastructure and governance; and primary health care.

ELS is looking for a Junior Health Policy Analyst/Economist to work on various projects in the Health Division. Selected candidate will have background in applying economic concepts to health or in analysing health policies. They will integrate within a small team and be supervised by a senior health policy analyst/economist, working in a dynamic team of economists, health policy experts and statisticians to develop policy advice on how to improve the performance of health systems.

### Main Responsibilities

- Contribute to cross-country comparative policy analysis of health system performance, across a range of different priority areas as identified above.
- Perform in-depth policy analysis that focuses on specific countries, in one or more of the topic areas listed above.
- Undertake statistical analysis of data in order to explain key differences in outcomes across countries.
- Contribute to development of surveys that analyse the health system policy choices of OECD member states and partner countries.
- Organise and promote OECD meetings, workshops and seminars, including contacting and following up with country delegates involved in these events.
- Carry out follow-on work with internal and external stakeholders, assuring effective communications with all stakeholders.
- Provide support in coordinating report reviews, formatting, editing and publishing Health Division reports.



- Carry out other tasks on request from the Head of the Health Division, such as the preparation of background materials and briefing notes.
- Provide support for communications with other organisations and non-member countries.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree, i.e., at least a masters' degree, in economics, health policy or other relevant discipline.

#### Professional Background

- A minimum of two years of experience in working on health issues in different countries.
- Experience of working in an international organisation would be an advantage.
- Experience of supporting the management of complex projects would be an advantage.
- Experience working in a team, with high autonomy, and in a multi-cultural context would be an advantage.

#### Skills

- Excellent analytical skills as applied to health policies.
- Ability to draft reports, as shown by research outputs on health policies.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

### **Core Competencies**

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### **Contract Duration**

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**Job description**

**Junior Immigration Policy Analyst/Economist, Junior Professional Officer, Grade PAL4  
Directorate for Employment, Labour and Social Affairs  
International Migration Division**

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The [Directorate for Employment, Labour and Social Affairs \(ELS\)](#) is working to provide advice to OECD governments on how to build more resilient and inclusive labour markets across a range of key policy areas including the management of migration and the integration of migrants. The projects include country-specific analyses and tailored policy recommendations to help governments create more and better jobs with a special focus on vulnerable groups. The Directorate's work involves a mix of analytical and policy-oriented research which is conducted in a dynamic, multicultural environment by a team of highly-qualified and experienced economists and policy analysts.

ELS is looking for a Junior Immigration Policy Analyst/Economist to join the International Migration Division. The work of the Division includes analysis of how labour migration management can support economic growth. In particular, the JPO would be expected to contribute to research and analysis of quantitative and qualitative data related to international migration including a focus on Asian OECD and non-OECD countries, with issues ranging from high-skilled and talent migration; migration of health personnel; bilateral agreements, investor and entrepreneur programmes, trainees and apprentices, student and researcher policies and flows. The selected candidate will contribute to the organisation of the Annual Roundtable on Labour Migration in Asia co-organised by the OECD, and a related publication. They would report to a Senior Policy Analyst in the Division.

**Main Responsibilities**

Research and Analysis

- Carry out detailed literature reviews on themes relating to labour migration.
- Analyse legislation, regulations and procedures related to labour migration.
- Design questionnaires to collect information from key stakeholders.
- Conduct data collection and undertake analysis of complex micro-data, including national labour force surveys, longitudinal surveys, and administrative data.
- Draft analyses for the annual OECD-ADBI-ILO report on labour migration in Asia.
- Keep abreast of key international policy issues and research of relevance.
- Contribute to the design and delivery of workshops, seminars, conferences and other events.

Drafting

- Draft analytical and technical documents, papers, presentations and publications.



- Contribute high-quality drafting to concise technical papers as well as accessible reports designed for policymakers and the interested public.
- Contribute to developing clear policy messages based on original empirical work and relevant published material.
- Consolidate several streams of work into overall publications.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in a subject of relevance to the areas of work at the OECD, including economics, social affairs, employment, law, statistics and public policy.

#### Professional Background

- A minimum of two years of experience in research and analytical activities in a policy-oriented context.
- Expertise in policy analysis and data collection.
- Experience in drafting policy papers or reports, and an ability to translate technical information into clear, concise, and policy relevant messages.

#### Tools

- Proficiency in the use of standard (Microsoft Office) software applications. Familiarity with statistical programs would be an advantage.

#### Skills

- Drafting, data analysis and DataViz expertise would be an asset.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or willingness to learn, the other.
- Knowledge of other languages would be an asset.

### **Core Competencies**

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### Job description

**Junior Environmental Economist, Junior Professional Officer, Grade  
PAL4 Environment Directorate  
Climate, Biodiversity and Water Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Environment Directorate](#) (ENV), in line with the strategic objectives of the Secretary-General, provides relevant and timely information, analysis and advice to support governments in identifying and implementing the environmental policies needed to support a cleaner, more resource-efficient, low-carbon, resilient and green growth path. The Directorate currently comprises approximately 200 staff members working across a broad range of issues such as: green growth, climate change, biodiversity, water, eco-innovation, resource productivity and waste, environmental policy tools and evaluation, safety of chemicals, biotechnology and nanomaterials, sustainable finance and linkages between environment and tax, agriculture, energy, transport, development assistance, trade and investment policies.

The Climate, Biodiversity and Water (CBW) Division of ENV currently undertakes policy-orientated research on a number of key environmental issues, including climate change mitigation, adaptation, biodiversity and water.

CBW is looking for a Junior Environmental Economist to work on the transformative potential of climate change mitigation policies within the division. The selected candidate will report to the Team Lead.

### Main Responsibilities

Contribute to analyses of the transformative potential of climate change mitigation policies:

- Contribute to better defining transformative climate policies.
- Contribute to data and empirical analysis to understand the transformative effect of existing climate change mitigation policies.
- Contribute to analyse and identify the factors that create barriers to an accelerated transformation of the economy.
- Contribute to the development of new projects on transformative climate change mitigation policies.

General Support to the activities of the climate change mitigation team of the division:

- Provide inputs to and feedback on documents that are relevant to the topics outlined above.
- Contribute to communication and outreach activities, such as data visualisation.
- Contribute to the organisation of meetings or workshops as needed such as drafting agendas, sourcing speakers, action points and note-taking.



## Ideal Candidate Profile

### Academic Background

- An advanced university degree in a relevant area, e.g. environmental and resource economics, environmental policy, international relations.

### Professional Background

- A minimum of two years of relevant experience in environmental-economic policy analysis. Some background in climate change mitigation policies, environmental economics, trade economics or economic policy analysis.

### Tools

- Data analysis
- Econometric analysis (e.g. R, Stata) would be an asset.

### Skills

- Strong drafting skills. Ability to clearly summarise and present results from analytical work.
- Strong skills in quantitative or qualitative analysis, preferably including data collection and analysis.
- Strong team-working capacities.

### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

## Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
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### **Job description**

## **Junior Policy Advisor, Junior Professional Officer, Grade PAL4**

### **Environment Directorate**

#### **Director's Office**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Environment Directorate](#) (ENV), in line with the strategic objectives of the Secretary General, provides relevant and timely information, analysis and advice to support governments in identifying and implementing the environmental policies needed to support a cleaner, more resource-efficient, low-carbon, resilient and green growth path. The Directorate currently comprises approximately 200 staff members working across a broad range of issues such as: green growth, climate change, biodiversity, water, eco-innovation, resource productivity and waste, environmental policy tools and evaluation, safety of chemicals, biotechnology and nanomaterials, sustainable finance and linkages between environment and tax, agriculture, energy, transport, development assistance, trade and investment policies.

The Environment Directorate is looking for a Junior Policy Advisor to serve in the Director's Office, providing analytical support and drafting for key projects that cut across the diverse work areas of the Environment Directorate. This could include contributions to horizontal work on climate change and other environmental issues, as well as contributions to the G20 and G7 processes. The Junior Policy Advisor would also support the work of the Director and Deputy Directors and contribute to the team's efforts to effectively reflect the Environment Directorate's work in the engagements of the OECD Secretary-General and Deputy Secretary-General. The selected candidate would work under the supervision of the Counsellor in the Director's Office.

### **Main Responsibilities**

- Carry out research and analysis on specific topics that cut across the work of the Environment Directorate's substantive Divisions, in coordination with colleagues in other divisions and directorates where necessary. This may include input to key priority projects for the Environment Directorate, including for example work on the net zero transition, climate and sustainable finance, sustainable infrastructure, and others.
- Conduct research and analysis on topics relevant to the OECD contributions to the G20 and G7 climate and environment agendas.
- Prepare talking points, speeches and background material as requested by the Environment Directors as well as the Offices of the Secretary-General and Deputy Secretary-General.
- Contribute to OECD-wide horizontal activities, such as on climate, ocean, gender, and infrastructure in liaison with relevant colleagues within and beyond the Environment Directorate.
- Support the organisation of workshops and events, helping with agenda setting, speaker invitations, logistical management and the preparation of meeting notes.



- Stay abreast of international environmental issues and contribute to ad hoc projects and tasks as required.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in environmental economics, climate and environmental policy or management, environmental sciences, or other relevant policy areas.

#### Professional Background

- A minimum of two years of relevant experience in environmental economics, climate change analysis, or other relevant policy field.

#### Skills

- Sound understanding of a broad range of economic and environmental issues, as well as international environmental policy processes, ideally obtained through work in a national administration and/or an international organisation.
- Demonstrated capacity to work effectively in a small team within a multicultural environment and to ensure a high level of independence and organisational rigour.
- Proven experience in drafting concise and pertinent analyses of policies and practices.
- Demonstrated quantitative analytical skills would be a bonus.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

### **Core Competencies**

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

### **Contract Duration**

- One-year fixed term appointment, with the possibility of renewal.

### **What the OECD offers**

- Monthly base salary starting from 5,564 EUR, plus allowances based on eligibility, exempt of French income tax.
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### Job description

## Junior Environmental Economist, Junior Professional Officer, Grade PAL4 Environment Directorate Environment and Economy Integration Division

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

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The Environment and Economy Integration (EEI) Division of ENV currently undertakes policy-orientated research in a number of areas at the interface between the environment and the economy, including environment- economy modelling, resource productivity and waste, environmental policies and policy outcomes, and trade and environment.

EEI is looking for a Junior Environmental Economist to work on analyses of trade and climate change linkages projects within the division. The selected candidate will report to the relevant Team Lead/Project Manager.

### Main Responsibilities

Contribute to analyses of trade and environment linkages, and specifically trade and climate change:

- Contribute to analysis of decarbonising emissions-intensive trade-exposed (EITE) industries, including the role of government support and the role of hydrogen.
- Contribute to analysis of the role of trade in tackling the triple crisis of climate change, biodiversity and pollution.
- Contribute to the development of new projects on trade and environment.

General Support to the activities of the trade team of the division:

- Provide inputs to and feedback on documents that are relevant to the topics outlined above.
- Contribute to communication and outreach activities, such as data visualisation.
- Contribute to the organisation of meetings or workshops as needed such as drafting agendas, sourcing speakers, action points and note-taking.



## Ideal Candidate Profile

### Academic Background

- An advanced university degree in a relevant area, e.g. environmental and resource economics, environmental policy, international relations.

### Professional Background

- A minimum of two years of relevant experience in environmental-economic policy analysis. Some background in environmental economics, trade economics or economic policy analysis.

### Tools

- Ability to do data analysis is an asset.

### Skills

- Strong drafting skills. Ability to clearly summarise and present results from analytical work.
- Strong skills in quantitative or qualitative analysis, preferably including data collection and analysis.
- Strong team-working capacities.

### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

## Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

## Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

## [What the OECD offers](#)

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### Job description

## Junior Professional Officer, Grade PAL4 Directorate for Public Governance Blue Dot Network Secretariat

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The Blue Dot Network (BDN) Secretariat is an autonomous intergovernmental international body responsible for supporting a global certification framework for quality infrastructure projects, following the decision by OECD Council. The implementation of this framework aims to contribute towards closing the critical gap between the current levels of infrastructure investment and the investment needed to promote sustainable economic development while integrating social and environmental considerations, and ensuring debt sustainability, value for money, inclusiveness, resilience, integrity, and transparency. The BDN Secretariat reports to a Steering Committee of 6 countries.

The BDN Secretariat's role would involve a range of functions and activities necessary for operationalising the BDN including: (i) providing support to the BDN Steering Committee, (ii) engagement and communications with BDN Members, BDN network members, Advisory Groups, and others, as directed by the BDN Steering Committee, (iii) developing, updating and supporting the operationalisation of the certification framework and criteria, (iv) developing and operationalising a recognition mechanism, (v) administering the application process, and (vi) developing systems and infrastructure for the application process.

The BDN Secretariat is looking for a Junior Professional Officer to contribute to the development and implementation of the BDN certification framework. Key areas of work include preparing the development of a digital platform, supporting relations with 3<sup>rd</sup> party certifiers and infrastructure project owners, implementing a recognition mechanism with other infrastructure certification initiatives and assisting with stakeholder management and reporting.

### Main Responsibilities

#### Development of a Digital Platform

- Help develop terms of reference for the establishment of the BDN digital platform, including key functional requirements.
- Work with developers to test and improve the digital platform in terms of usability and functionality.
- Develop data visualisation options and solutions to help improve the usefulness of BDN certifications and to make select data available for reporting and research purposes in ways that maintain project confidentiality.
- Work with other certification bodies and data holders to support interoperability to the extent possible.
- Support the maintenance of the BDN website.



#### Relations with 3<sup>rd</sup> party certifiers and infrastructure project owners

- Help respond to inquiries about project certification.
- Support the relationship between 3rd party certifiers and infrastructure project owners where necessary, including responding to questions, troubleshooting, and promoting the sharing of information.
- Help to develop guidance and provide trainings on BDN certification criteria as required.

#### Recognition mechanism

- Support application of the recognition mechanism to alternate schemes or DFI safeguards and due diligence processes to assess their alignment with the Blue Dot Network criteria and verification process.

#### Stakeholder management and reporting

- Prepare communications and correspondence with members of the BDN Executive Consultation Group and other external stakeholders.
- Prepare briefings, talking points, and progress reports for the BDN Steering Group and the OECD.
- Prepare external communications, including blogs, speeches and press releases on the work of the BDN and key insights from BDN certifications.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in finance, public administration, or business, preferably with specialisation in infrastructure or a related discipline.

#### Professional Background

- A minimum of two years of relevant experience in infrastructure planning, delivery or finance, with a preference for that experience to be at a project level.

#### Skills

- Ability to write clearly and quickly about highly technical subjects in a manner accessible to senior government and private sector finance officials.
- Knowledge of infrastructure planning and delivery; infrastructure project preparation, management and reporting; infrastructure finance; sustainable finance; ESG (Environmental, Social and Governance) reporting; or related sector knowledge would be an advantage.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

### **Core Competencies**

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.



- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### **Contract Duration**

- One-year fixed term appointment, with the possibility of renewal.

#### **What the OECD offers**

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### Job description

## **Junior Energy Analyst, Junior Professional Officer, Grade PAL4 International Energy Agency, Energy Markets and Security Directorate Gas, Coal and Power Markets Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The International Energy Agency (IEA) is an intergovernmental organisation committed to advancing security of energy supply, economic growth and environmental sustainability through energy policy co-operation. The IEA operates as an autonomous body within the framework of the Organisation for Economic Co-operation and Development (OECD). Both the OECD and the IEA seek opportunities to work with an increasing number of non- members of growing importance to the world economy.

Under the Energy Markets and Security (EMS) Directorate, the electricity team of the Gas, Coal and Power Markets Division (GCP) is tasked with preparing the IEA Electricity Market Report series, which analyses market developments and recent policies in global electricity markets. The report also provides forecasts for electricity demand, supply and CO2 emissions, and monitors developments regards to electricity security and reliability. To work as part of our team in these tasks, we are currently looking for a Junior Energy Analyst.

### **Main Responsibilities**

- Supporting electricity demand and supply forecasts by applying dedicated models.
- Providing analyses on electricity generation costs and prices.
- Improving existing models and developing new tools, with a focus on renewables integration.
- Conducting independent research and analysis on topics related to electricity systems and markets.
- Supporting the drafting of chapters in the Electricity Market Report and in relevant publications, taking responsibility of individual sections.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in energy economics, energy science, electrical engineering, or other relevant disciplines.

#### Professional Background

- A minimum of two years of relevant experience with optimisation models and power system modelling on platforms such as GAMS, Plexos, Pyomo (Python) or Julia are an advantage.



#### Skills

- A working knowledge of MS Excel.
- A high degree of proficiency in written and spoken English.
- Good problem-solving skills.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or willingness to learn, the other.

#### Core Competencies

- For this role OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
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#### Contract Duration

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### Job description

## **Junior Gas Analyst, Junior Professional Officer, Grade PAL4 International Energy Agency, Energy Markets and Security Directorate Gas, Coal and Power Markets Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

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As an integral part of the Gas, Coal and Power Markets (GCP) Division, the Gas team is closely monitoring natural gas market trends and authors the Quarterly Gas Report - one of the most authoritative source of market analysis. The Gas team has a special focus on gas and LNG supply security, which feeds into the broader work undertaken by the Energy Markets and Security Directorate. The Junior Gas Analyst will support the work of the Gas team by providing assistance on data management, market & investment analysis and development of energy security and policy analysis in gas.

### **Main Responsibilities**

- Gas supply security including gas reserves and flexibility options along gas value chains.
- Market monitoring including Southeast Asia and resource-rich countries in Africa.
- Low-emission gases including low-emissions hydrogen and e-methane.
- Monitor gas market trends and gas supply security issues.
- Support the preparation of the relevant sections of the Quarterly Gas Report.
- Support research on low-emission hydrogen and e-methane.
- Collection and processing of relevant gas market data.
- Working closely with the Lead Analysts in the division, contribute to activities such as drafting working papers and reports, analysis, external and internal consultation and results dissemination.
- Organise meetings and workshop related to gas supply security and low-emission gases.
- Support cross-agency activities, including for instance, the organisation of high-level events.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in economics, engineering, international relations, or a related discipline.



- Having taken coursework relating to energy, engineering, economics is required and coursework in public policy would be an asset.

#### Professional Background

- A minimum of two years of relevant experience in an international environment working in policy or energy related sectors.

#### Skills

- Good understanding of energy sector dynamics.
- Excellent excel skills and proven analytical abilities.
- Excellent written and oral communication skills.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or willingness to learn, the other.

#### Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 1); Achieve Results (Level 2); Innovate and Embrace Change (Level 2).
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- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

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### Job description

**Junior Innovation Analyst, Junior Professional Officer,  
PAL4 Nuclear Energy Agency  
Nuclear Technology Development and Economics  
Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The Division of Nuclear Technology Development and Economics (NTE) provides the Secretariat for, and implements the programme of work of the Committee for Technical and Economic Studies on Nuclear Energy Development and the Fuel Cycle (NDC). The NDC is a cross-cutting committee that examines all aspects affecting nuclear development, for both existing and new reactors, including their place in the overall energy mix of member countries.

As the NEA embarks on a new Strategic Plan for 2023-2028, a key area of focus will be the role of nuclear energy and nuclear innovation in helping to meet global climate change mitigation objectives and energy security.

The NEA is looking for a Junior Innovation Analyst to support the work programme of the Nuclear Technology Development and Economics Division (NTE). They will work under the supervision of the Head of the Division for Nuclear Technology Development and Economics and will work closely with other Division staff and other NEA staff to achieve the overall objectives of the Agency.

### **Main Responsibilities**

Support NEA engagement with the nuclear industry by supporting the organization of ministerial conferences, workshops, and meetings.

- As a member of the secretariat, help coordinate preparatory meetings and the main session of the Roadmaps to New Nuclear Conference, a ministerial-level meeting.
- Provide support in coordinating joint meetings between the Generation IV International Forum (GIF) and NEA Working Groups.
- Participate in related meetings and draft summary records.
- Participate in international conferences and events related to nuclear power, supply chain, decarbonisation, and energy security, and exchange opinions with industry and related organisations.
- Support and help to arrange dialogues with individual companies and discuss the current status and challenges of nuclear utilization.

Support the Head of Division and other senior staff of the Nuclear Technology Development Division to deliver on the priorities of the 2023-2028 Strategic Plan, with a focus on the role of nuclear energy and nuclear innovation in helping to achieve global climate change mitigation objectives.



- Support the coordination of the agenda for the NEA AI and Digital Transformation Conference and the Global Forum for Nuclear Innovation, liaise with scheduled speakers, and assist with venue setup.
- Conducting qualitative and quantitative research to analyse the pipeline of emerging and disruptive nuclear technology innovations, including small modular reactors (SMRs) among other areas of nuclear innovation (e.g., quantum technologies).
- Assisting in the preparation of NEA events to convene experts to exchange best practices and lessons learned.
- Collecting and synthesizing relevant materials from various sources to contribute to the development of authoritative analyses of the potential and limitations of nuclear energy innovation for a range of potential power and non-power applications.
- Ensuring a balanced approach to analysis of nuclear innovation, including the potential of new technologies and their limitations, and ensuring a solid understanding of key safety characteristics.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in relevant fields such as nuclear engineering, engineering, physics, chemistry, environmental science, energy engineering, economics, finance, computer science, international affairs, and geology.

#### Professional Background

- A minimum of two years of relevant professional experience related to the energy sector and/or energy innovation sector, such as industry, regulatory, strategic or policy aspects.
- Experience in working with multi-disciplinary teams.
- Proven ability to manage timelines and deliver results.
- Proven ability to communicate effectively orally and in writing.
- Experience participating in international collaborations and working with or in international organisations would be an asset.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

### **Core Competencies**

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### **Contract Duration**

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### Job Description

## **Artificial Intelligence and Machine Learning Analyst, Junior Professional Officer, Grade PAL4 Nuclear Energy Agency Division of Nuclear Science and Education**

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The Nuclear Energy Agency ([NEA](#)) is an intergovernmental agency which operates under the framework of the OECD. It facilitates co-operation among countries with advanced nuclear technology infrastructures to seek excellence in nuclear safety, technology, science, related environmental and economic matters and law. The mission of the NEA is to assist its 34 member countries in maintaining and further developing, through international co-operation, the scientific, technological and legal bases required for a safe, environmentally sound and economical use of nuclear energy for peaceful purposes. It strives to provide authoritative assessments and to forge common understandings on key issues as input to government decisions on nuclear technology policies.

The Division of Nuclear Science and Education leads the NEA activities in the area of [Nuclear Science](#), knowledge management as well as NEA initiatives on nuclear education and training. Recently, the NEA established the [Task Force on Artificial Intelligence and Machine Learning for Scientific Computing in Nuclear Engineering](#) with the objectives of evaluating the performance of Artificial Intelligence (AI) and Machine Learning (ML) methods for simulation of nuclear reactor systems and sharing lessons learnt with the international nuclear community. Similar work being planned in the areas of fuel and material science and nuclear criticality safety.

The NEA is looking for an Artificial Intelligence and Machine Learning Analyst to support technical and programmatic activities in the areas of scientific computing for nuclear engineering. The successful candidate will provide analysis and craft recommendations with the aim to develop and share best practices across AI and ML activities in different technical domains under the supervision of the Senior Analyst(s), reporting to the Head of the Division of Nuclear Science and Education.

They will evaluate opportunities and risks related to the implementation of AI and ML methods in scientific computing with specific focus on high fidelity nuclear reactor simulations, nuclear fuels and materials modelling, nuclear criticality safety, and nuclear data analysis. A significant part of the role will be interfacing with OECD activities, such as, the OECD Network of Experts on AI ([ONE AI](#)) and the OECD AI Policy Observatory ([OECD.AI](#)) to highlight specific aspects applicable to the nuclear engineering domain. In providing recommendations they will identify related national and international efforts in AI and ML to enhance synergies between the NEA programme of work and these efforts.



## **Main Responsibilities**

### Scientific and Technical Support to NEA Policies

- Serve as a junior expert in AI and ML, providing advice and analysis to the NEA secretariat, and to the Head of the Division of Nuclear Science and Education.
- Contribute to and co-ordinate the work of outside experts and consultants in drafting of scientific and technical reports, and relevant policy documents.
- Support organisation of scientific workshops and conferences.
- Survey and provide recommendations regarding ongoing international scientific activities in AI and ML, such as the European Union and International Atomic Energy Agency.
- Actively participate in the technical work of expert groups and assure the effective implementation of international projects.

### Communication and outreach

- Provide proactive co-operation with other relevant NEA committees and with the OECD Network of Experts on AI (ONE AI) and the OECD AI Policy Observatory (OECD.AI).
- Prepare briefings and articles within the Agency.
- Represent the NEA at international meetings.

### Other tasks

- Undertake other related tasks as may be required by the Head of the Division of Nuclear Science and Education.

## **Ideal Candidate Profile**

### Academic and Professional Background

- An advanced university degree in data science, statistics, physics, engineering, or a related subject.

### Professional background

- A minimum of two years of experience in the field of AI and ML.
- Experience in interacting with national and international experts, and research institutions to understand a variety of viewpoints.
- Working experience in the nuclear engineering field would be an asset.
- Demonstrated ability to co-operate cross-disciplinary in a multi-cultural environment.

### Skills

- Good knowledge and experience of the use of ML and AI methods and tools.
- Excellent drafting, communication and relationship skills.

### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of other languages would be an asset.

## **Core Competencies**



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- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

#### **Contract Duration**

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### Job Description

#### Junior Data Analyst, Junior Professional Officer, Grade PAL4

#### Statistics and Data Directorate

#### Smart Data Practices and Solutions Division

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The OECD's [Statistics and Data Directorate](#) provides high quality statistics, data for evidence and statistical analysis to support policymaking. It coordinates statistical activities within OECD and drive its data governance, especially in the context of the implementation of the [OECD Smart Data Strategy](#). Digitalisation and technological advances have brought with it new data sources and new statistical and data techniques. This brings opportunities to complement official statistics with timely and granular data that can better inform policy makers and citizens.

SDD is looking for a Junior Data Analyst to work on data sourcing notably access to alternative sources of data such as privately held data, administrative and/or web scraped data. They will work on updating the existing data quality framework so to ensure data quality and identify best practices in using these alternative sources.

#### Main Responsibilities

- Coordinate the access and sourcing of alternative data across the OECD and support the internal governance of data sourcing.
- Identify and assess the relevance of alternative data sources for statistical purposes and applied policy research.
- Update the existing OECD data quality framework to consider alternative data sources and identify practical approaches to better identify and address statistical/methodological challenges.
- Present their findings in the context of OECD internal governance, and organise and/or participate in international expert meetings and workshops, conferences and expert groups.
- Contribute to the production and drafting of statistical and analytical papers, reports, and briefing notes, ensuring quality control and accessibility for relevant audiences (e.g. OECD working paper).

#### Ideal Candidate Profile

##### Academic Background

- An advanced university degree or equivalent qualification in statistics, economics, econometrics or social sciences, with a strong foundation in quantitative analysis and statistics.
- Advanced knowledge of statistical and econometric methods and related software (e.g., Python, R).

##### Professional Background

- A minimum of two years of professional experience in the collection or production of official statistics with knowledge of a range of statistical areas.
- A solid understanding of the analytical and conceptual challenges central to accessing and using privately held data.



- Experience of quality assessment of statistics would be an advantage, either in an international organisation and/or in national statistical office.
- Experience presenting and explaining analytical results to a variety of audiences in a compelling way.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

#### Core Competencies

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#### Contract Duration

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**Job Description**

**Junior Data Engineer/AI Specialist, Junior Professional Officer, Grade CF3**

**Statistics and Data Directorate**

**Smart Data Practices and Solutions Division**

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The OECD's [Statistics and Data Directorate](#) provides high quality statistics, data for evidence and statistical analysis to support policy-making. It coordinates statistical activities within OECD and drive its data governance, especially in the context of the implementation of the [OECD Smart Data Strategy](#). We are currently looking for a Junior Data Engineer/AI Specialist to work in the Smart Data Practices and Solutions Division, in particular on data sourcing (access to new sources of data) and its implications in terms of data quality (using data not designed for statistical purpose), methodology, legal, and privacy issues.

Within SDD, the Smart Data Practices and Solutions division (SDPS) provides digital solutions and implements appropriate practices to support OECD data producers and analysts in their activities throughout the full data cycle, according to the OECD Smart Data strategy. The Division is also active in several international initiatives, such as the SDMX standard development, and leads the Statistical Information Systems Collaboration Community (SIS-CC), a reference open-source community for official statistics, delivering concrete digital solutions through co-investment and co-innovation with currently 16 other partners, such as Eurostat.

The selected candidate will work as part of the data engineering team to assist data teams from across all OECD in re-engineering their data process – implementing best practices in the area of data pipeline automation, algorithmic performance and use of IA techniques in the data work. They will have proven skills in the areas of data engineering, with competences in adjacent areas of information technologies (IT) and data science. Some knowledge in the areas of social, economic and environmental statistics is welcome.

**Main Responsibilities**

- Analysis of the data process end-to-end for an OECD data team, identifying pain points and objectives for improvement. The Junior Data Engineer/AI Specialist will typically be involved in 2-3 data project re-engineering in parallel.
- Based on this initial analysis, they propose a solution based on a set of integrated tools to support the various data tasks constituting a data project and leading to the production of the expected output.
- Their tasks especially covers automation of data pipelines and programming of data fetchers and data transformations using OECD best practices and reference implementations; also approach to translate existing transformations into a modern language.
- Emphasis is on testing, quality assurance and reuse, as well as security and performance (especially, mainstreaming of good practice in the usage of high-performance algorithmic techniques).
- The introduction of AI components to assist data teams in their data tasks should also be mainstreamed in this context. For some projects, implementation of models (including ML models) is an important aspect. Generative AI (prompt engineering) is expected to grow in usage, to support a variety of use cases.
- Documentation of good practices developed throughout the project, with the option of transforming



them into training material, are integral part of the mission.

- Projects are executed in an agile and iterative manner – starting with experimentations and leading later to delivering and testing the production data pipelines.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in the area of computer science, data science or similar.

#### Professional Background

- A minimum of two years of professional working experience in the development, maintenance and support of data platforms and data pipelines.
- A knowledge of newest technologies, patterns and good practices in modern data engineering. Experience with AI techniques such as prompt engineering would be appreciated.

#### Tools and technical skills

Excellent knowledge of, and skills in, the following technologies and tools is required:

- Python, R, Powershell and command line scripting, or other, full-fledged programming languages
- Relational databases, SQL
- Git and source coding
- Technical writing skills (documentations, memos, user-guides, training materials)

Good knowledge of any of the following technologies and tools would be an advantage:

- OpenAI or other LLM, prompt engineering
- Gitlab, and gitlab based workflow automation techniques
- Big data techniques (Hadoop, spark, airflow...)
- Containerisation and cloud

#### Languages

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### **Core Competencies**

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 2); Ethics and Integrity (Level 2); Collaboration and Horizontality (Level 2); Achieve Results (Level 1); Innovate and Embrace Change (Level 2).
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### Job description

## Junior Analyst/Researcher, Junior Professional Officer, PAL4 Statistics and Data Directorate Trade and Productivity Statistics

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The Statistics and Data Directorate ([SDD](#)) provides statistics and data on a comparable basis and from a variety of sources to analysts, policy makers and members of civil society. SDD also develops new metrics and innovative digital tools to address emerging policy issues, leads the development of international statistical standards, advances statistical methodology and co-ordinates statistical and data-related activities within the Organisation and with other international agencies.

Within SDD, the Trade and Productivity Statistics (TPS) Division oversees the development and dissemination of international trade, business and productivity statistics. TPS also contributes to the development of international methodological guidance around the measurement of international trade and business statistics.

The International Trade and Business Statistics team is looking for a Junior Analyst/Researcher to contribute to the development of new indicators in the area of business and/or international trade statistics. These could include, for instance: timelier indicators of merchandise and services trade developments, or of activities of enterprises, including through nowcasting; measures of trade in services in volume terms, which do not yet exist on a widespread and comparable basis and would shed new light on trade in services trends.

The selected candidate will have experience with producing and/or using macroeconomic statistics, as well as excellent quantitative, analytical and communication skills. They will work under the supervision of the Head of Trade and Business Statistics and will liaise with experts from other Directorates in the OECD.

### Main Responsibilities

- Contribute to analytical work on trade and/or business statistics, including: research; collection, cleaning and processing of large-scale datasets; drafting of statistical and analytical papers, reports, briefing notes and blog articles.
- Contribute to the development of innovative visualisation/dissemination data tools.
- Participate in meetings and workshops, conferences and expert groups as appropriate.

### Ideal Candidate Profile

#### Academic Background

- An advanced university degree in statistics, economics, or econometrics, with a strong foundation in



quantitative analysis and statistics.

#### Professional Background

- A minimum of two years of relevant experience in the collection and/or analysis of economic statistics.
- Experience in the dissemination of analytical results to a variety of audiences in a compelling way.
- Experience contributing to reports, statistical and analytical papers and briefs.

#### Tools

- Proficiency with statistical software such as R and/or Python.
- Proficiency in the use of standard (Microsoft Office) applications.

#### Skills

- Strong quantitative and analytical skills.
- Excellent written and oral communication skills.
- Curiosity and willingness to learn.

#### Languages

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### Job description

**Junior Professional Officer, Grade PAL4**  
**Directorate for Science, Technology and Innovation**  
**Science and Technology Policy Division**

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The Directorate for Science, Technology and Innovation (STI), in line with the strategic objectives of the Secretary-General, helps OECD member countries and other key economies build an environment conducive to translating science, technology and knowledge into innovation in order to create economic and social value added.

The Innovation Policies for Space and the Ocean (IPSO) Unit in the Science and Technology Policy (STP) Division of STI, is responsible for the Secretariat of the [OECD Space Forum](#) and the original OECD STI Programme of Work on the [Ocean Economy and Innovation](#), under the authority of the Committee for Scientific and Technological Policy (CSTP).

STI/IPSO is looking for a Junior Professional Officer to contribute to its original analysis on the economics and innovation role of high technology sectors, particularly focusing on space and ocean industries. The selected candidate will work under the supervision of a Senior Policy Analyst, Head of the IPSO Unit and under the management responsibility of the Head of the STP Division.

### Main Responsibilities

#### Research, analysis and drafting

- Carry out research and policy-oriented analysis on development and sustainability of ocean and space-related economic activities.
- Draft technical and policy documents, ensuring both timeliness and a high level of analytical and editorial quality in the preparation and publication of these documents.
- Contribute to develop and maintain the Unit's statistical and policy databases.
- Collaborate with colleagues within the Organisation and external experts, on multi-disciplinary horizontal work.

#### Dissemination and outreach

- Participate in the organisation of conferences, seminars and workshops organised or co-organised by the Unit.
- Deliver presentations and papers in relevant national and international meetings/workshops with the team.



- Contribute to other activities of the division in line with OECD-wide priorities.
- Keep abreast of relevant policy developments and participate in missions as required.

### **Ideal Candidate Profile**

#### Academic Background

- An advanced university degree in economics, public policy or another relevant field of study, with a strong foundation in either policy analysis or quantitative analysis.
- Previous knowledge of ocean economy and/or space economy issues would be an advantage.

#### Professional Background

- A minimum of two years of experience conducting applied economic analysis and policy analysis, demonstrating experience in the drafting of policy papers or reports with clear, concise, and policy relevant messages.
- Prior experience in visual presentation of technical material would be an asset.

#### Tools

- Proficiency with standard MS Office software.
- Experience in working with statistical software tools such as R and/or Python would be an asset.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

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### Job description

## Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Centre for Well-being, Inclusion, Sustainability and Equal Opportunity Well-Being Research Modelling and Advanced Analytics

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The Well-Being, Inclusion, Sustainability and Equal Opportunity ([WISE](#)) Centre's mission is to strengthen and advance the OECD's work on well-being, sustainability and inclusion agendas. WISE is working to consolidate the OECD's position as the leading international organisation in these areas, ensuring that these cross-cutting themes become more effectively institutionalised within the Organisation and that the OECD's advice in these areas become more impactful. WISE works to devise policy solutions to the global challenges of inequalities, environmental depletion and climate change.

WISE is looking for a Junior Policy Analyst to contribute to projects on climate change and a fair environmental transition, including modelling work using Impact Assessment Models, analysis of the nexus between mental health and climate change, and the collection of indicators on the just transition. The successful candidate will join a team of policy analysts, economists and statisticians, who help to meet demands for more timely, reliable and internationally comparable evidence on environmental outcomes, household conditions and people's well-being and for policy analysis tailored to countries' conditions. The successful candidates will have proven quantitative and statistical/analytical skills along with experience in the measurement, research and analysis of social, economic and environmental outcomes. They will have experience in collaborating on complex projects and will be able to work independently.

### Main Responsibilities

- Assist in the preparation of analysis that could inform a wide range of external stakeholders about policy challenges in the fields on well-being, inclusion and sustainability.
- Contribute to the production and drafting of statistical and analytical papers, reports and briefing notes, ensuring quality control of data and analysis and accessibility of results for relevant audiences.
- Contribute to the development of methods for identifying and disseminating key findings and messages in an effective and innovative way, including data visualisations, presentations, briefing notes, working papers and book chapters.
- Work in partnership with experts inside and outside the OECD to drive forward the measurement and policy agenda on well-being, inclusion and sustainability.
- Organise and/or participate in expert meetings, workshops, conferences and expert groups.
- Undertake other tasks, as required, including proofreading of documents, preparing presentations, conducting literature research, development of funding proposals.



## Ideal Candidate Profile

### Academic Background

- An advanced university degree or equivalent qualification in statistics, economics, econometrics or social sciences, with a strong foundation in quantitative analysis and statistics.

### Professional Background

- A minimum of two years of professional working experience in the development and/or analysis of environmental issues and well-being.
- A solid understanding of the analytical and conceptual challenges central to developing better evidence and/or analysis of environmental indicators and household level data.
- Experience in presenting and explaining analytical results to a variety of audiences in a compelling way.

### Tools

- Advanced knowledge of statistical and econometric methods and related software (e.g., Stata, R, Python, Matlab, Julia).
- Proficiency with standard MS software.

### Skills

- Excellent drafting and communication skills.

### Languages

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## Core Competencies

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