



### **Job description**

## **Policy Analyst, Junior Professional Officer, Grade PAL4 Global Relations and Cooperation Directorate Directors' 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 [Global Relations and Cooperation Directorate](#) (GRC) supports the implementation of the OECD's Global Relations Strategy by co-ordinating the Organisation's relations with partner countries and regions as well as international organisations. It advises the Secretary-General and other OECD Directorates on how to manage and strengthen, as appropriate, co-operation with key partner countries, regions, and organisations as well as fora. GRC also serves the OECD External Relations Committee, working with members to help them reach consensus on global relations priorities and ensuring that relevant partners are effectively engaged in the Organisation's work. The Directorate implements the priorities of the Programme of Work and Budget (PWB) set by Member Countries and the Secretary-General in its area of business.

GRC is looking for an experienced policy analyst to support the Directorate on a broad spectrum of global relations tasks. The selected Junior Professional Officer (JPO) will work in the Director's Office (DO) of GRC and under the supervision of the Counsellor support the preparation and co-ordination of strategic and policy content of documents and meetings, liaising with colleagues across all GRC Divisions and other Directorates.

### **Main Responsibilities**

- Carry out analysis, background research and monitoring of political and economic developments in partner countries as required.
- Contribute to drafting and/or reviewing speeches, talking points, official letters and briefing notes.
- Undertake time-sensitive activities to support the work of the Director's Office.
- Together with colleagues, support their initiatives to disseminate OECD work, including the preparation of any material.
- Follow the work of relevant OECD committees as it relates to partner country participation and maintain links with Member Country Delegations and staff in other Directorates.
- Co-ordinate with other international and regional organisations as required.
- Draft policy documents for consideration by the External Relations Committee, relevant steering groups and networks as well as policy briefs and other communications aimed at non-technical audiences.
- Formulate sound policy assessments and proposals, taking into account good practices, comparative data, benchmarks and indicators.
- Ensure timeliness and a high level of analytical and editorial quality in the preparation of OECD documents.
- Contribute to and monitor specific projects and events, as required.



## **Ideal Candidate Profile**

### **Academic Background**

- An advanced university degree in international relations, political economy, public policy, economic development, or other related discipline.

### **Professional Background**

- A minimum of two years of relevant experience in project management, policy analysis and advice in the private sector, strategy consulting, a national government or an international organisation.
- Proven analytical skills and ability to write professionally.
- Demonstrated organisational, research and oral presentation skills.
- Experience working effectively under pressure in a diverse, team-oriented environment.
- Demonstrated hands-on and action-oriented approach and capacity to work independently.
- Knowledge of the economic, institutional and political contexts of emerging and developing economies.

### **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 5,902 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.