



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Council and Executive Committee 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 [Council and Executive Committee Secretariat](#) (CES), in co-ordination with the Office of the Secretary-General, supports the Secretary-General in maintaining strong relations with Member countries and their delegations in Council, ensuring the implementation of mandates related to the Organisation's work, and advancing its strategic objectives. It contributes to the effective governance of the Organisation by providing key operational support to the Council, the OECD's highest governing body, its Executive Committee (ExCo) and other related meetings, including the annual Ministerial Council Meeting (MCM) and the Global Strategy Group (GSG), and by offering advice and assistance on institutional and procedural issues to Delegations and the Secretariat.

CES is looking for a Junior Policy Analyst to assist in the substantive and operational aspects of the Council, Executive Committee and related meetings. The Junior Policy Analyst will support the Director of the Council and Executive Committee Secretariat in ensuring an effective and efficient governance and in strengthening relations with Members country Delegations. In this position, the successful candidate will have the opportunity to gain a comprehensive understanding of the functioning of a large intergovernmental organisation, exposure to the full range of substantive policy work delivered by the Organisation across its 20+ substantive directorates and around 300 substantive bodies, and the ability to diplomatically engage with Member countries and their representatives on issues of strategic importance.

Main Responsibilities

Support to the preparation, coordination, and follow-up of sessions of the Council, Executive Committee and related meetings, notably:

- Undertake review/synthesis of official documents for the Council and the Executive Committee and other relevant documents prepared by Committees and Directorates, ensuring general coherence, readability and consistency with established procedures and precedents, in liaison with their bodies as necessary.
- Contribute to the preparation/drafting of briefs for the Chair of Council and ExCo in advance of meetings.
- Contribute to the drafting of Summary Records of and follow-up to meetings.
- Contribute to the drafting of analytical reports on issues of interest to the Council and Executive Committee and to special projects, as well as ad-hoc notes and speaking points for the Director.
- Contribute to input requests from the Office of the Secretary-General.
- Co-ordinate inputs from the Secretariat and Member countries' Delegations.

Coordination with Substantive Committees



- Take the role of Council Secretariat focal point for a number of Substantive Directorates, aimed at ensuring an efficient decision-making process in the Executive Committee and Council for items coming from Substantive Committees to these bodies, including:
 - Follow the meetings of respective Substantive Committees and report on them.
 - Review draft documents coming from Committees for Executive Committee and Council.
 - Liaise with Directorates as needed.

Networking

- Carry out strategic networking with Member countries' Delegations to facilitate the decision-making process in Council and the Executive Committee.
- Maintain contacts and liaise as necessary with other members of the Secretariat.

Other tasks

- Keep abreast of key international policy issues of relevance to OECD mandates, with respect to identified OECD priorities.
- Carry-out relevant research and analysis as needed.

Ideal Candidate profile

Academic Background

- An advanced university degree in international relations, political science, international law or public policy/administration or other related discipline.
- Good general knowledge of economic and social issues, their policy implications and their international dimension.

Professional Background

- A minimum of two years of experience in a public administration including in government, affiliated public sector agencies or international organisation.
- Involvement in or exposure to governing body processes would be an asset.

Tools

- Good command of Microsoft Office applications (Word, Authoring Environment, Excel, PowerPoint, etc.).

Languages

- An excellent written and oral command of one of the two official languages of the OECD (English and French) and working knowledge of, or 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 5,902 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.