



Job description

Junior Advisor, Junior Professional Officer, Grade PAL4 Centre for Tax Policy and Administration Cross-border and International Taxation 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. The 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. The 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 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. It also has a comprehensive outreach and capacity building programme supporting the development of tax systems in developing countries. 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 Advisor who will work in the Cross-border and International Taxation Division (CTP/CBI) under the supervision of the Head of the Harmful Tax Practices Unit. They will primarily support the BEPS Action 5 work of the Forum on Harmful Tax Practices (FHTP), which is currently chaired by Japan and France. In particular, the Junior Advisor will be involved in the review of preferential tax regimes and the transparency framework on tax rulings.

Main Responsibilities

Research and Analysis

- Contribute to the implementation of the peer review process for the transparency framework on rulings, set out in the BEPS Action 5 report.
- Review and analyse country self-review questionnaires and peer review questionnaires.
- Contribute to the reviews of preferential regimes of FHTP members that have not yet been reviewed, including those of new members of the Inclusive Framework on BEPS.
- Contribute to the design of the future work of the FHTP.

Drafting

- Draft peer reviews on the transparency framework.



- Draft summary records of FHTP meetings as necessary.
- Draft correspondence with delegates and briefing materials.
- Draft progress report for the FHTP as necessary.

Co-ordination, liaison and representation

- Liaise with delegates in the preparation and finalization of the peer reviews.
- Liaise, where necessary, with other relevant CTP Divisions to ensure co-ordination among the different areas of work.
- Contribute to the preparation of, and actively participate in, the FHTP meetings.

Ideal Candidate Profile

Academic Background

- An advanced university degree or equivalent in taxation, economics, business, accounting, law or other related discipline.

Professional Background

- A minimum of two years of relevant experience in the field of taxation acquired in a tax administration, ministry of finance and/or international organisation.
- Proven experience in drafting reports and policy briefs and undertaking detailed analytical research.
- Knowledge of OECD instruments, standards and benchmarks in the tax area.

Skills

- Drafting skills in English.
- Negotiation 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 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.

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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.