



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Development Co-operation Directorate Reform, Partnerships and Impact 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 co-ordinated, 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.

In 2025, DCD launched a new workstream on digital transformation, following demand from the OECD Development Assistance Committee. Digital transformation is revolutionising economies and societies with rapid technological advances, including in AI, robotics and the Internet of Things. Low- and middle-income countries are struggling to gain a foothold in the global digital economy in the face of limited digital capacity, infrastructure bottlenecks, skills, and fragmented global and regional rules. DCD is therefore supporting members of the Development Assistance Committee to better support developing countries to reap the benefits and reduce the risks of digitalization. Key areas of focus in this context are:

- The foundations for digitalization, particularly Digital Public Infrastructure, defined as shared digital systems that are secure and interoperable and that can support the inclusive delivery of and access to public and private services across society, including secure data exchanges.
- Digital Public Goods and the advancement of open-source solutions.
- Opportunities and risks of AI in low and middle-income countries, especially related to national digital sovereignty and human rights.

DCD is looking for a Junior Policy Analyst with excellent analytical and organisational skills and demonstrated expertise in digital development to join the Reform, Partnerships and Impact Division and support the work on digital development. The selected candidate will report to the Head of the OECD Innovation and Digital Development Facility.

Main Responsibilities

Policy analysis and advice

- Conduct desk research on policy issues related to digital transformation, trends and issues, and supporting the team in analysis and data collection tasks.
- Take a lead role in the curation of an evidence hub on Digital Public Infrastructure.
- Support the team with designing a methodology for a peer learning exercise on digital transformation across



the DAC membership, with preparing, executing and synthesizing qualitative interviews and undertaking relevant desk research.

- Act as a lead contributor to summary and analytical notes and drafting contributions to OECD Policy and Working Paper related to the DAC-wide peer learning exercise and to Digital Public Infrastructure, Digital Public Goods and wider digital development issues.

Meeting support and community facilitation

- Take a lead role in preparing and facilitating virtual and in-person meetings of the DAC community of practice on digital transformation, including the design of agendas, preparation of summary notes and outreach to community members.
- Support the team with curating and maintaining a vibrant community of practice, through events (virtual and onsite), individual engagements and regular updates.

Representation and liaison

- Liaise with DAC Delegates and with digital leads and teams in DAC member institutions and in relevant other organisations.
- Support the team with engaging in OECD horizontal work related to digital and liaise with relevant other OECD Directorates.
- Curate and maintain a network of professional contacts in the context of the DAC community of practice and the larger global digital transformation ecosystem.

Other tasks

- Keep abreast of developments related to digital transformation, including on quality infrastructure, AI, cyber security and geopolitical dynamics related to digital transformation.
- Assist DCD's management in contributing to other OECD or DCD-wide processes, including preparing briefs and reports.

Ideal Candidate Profile

Academic Background

- An advanced university degree, preferably at Master's level in development, international relations, political science, public administration or public policy, information technologies or other related discipline.

Professional Background

- A minimum of two years of relevant experience in working on the nexus of international development and digital transformation.
- Practical experience assessing, analysing and reporting on development and/or digital transformation programmes and trends.
- Experience in consultative processes and stakeholder engagement.
- Demonstrated skills in policy analysis, including an understanding of critical issues related to digital transformation in developing countries.

Skills

- Drafting of summary and analytical notes and policy recommendations.

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 5,902 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.