



### Job description

## **Junior Immigration Policy Analyst/Economist, Junior Professional Officer, Grade PAL 4 Directorate for Employment, Labour and Social Affairs International Migration 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 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 and how migrants are integrated into their host country labour markets and societies. 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. The JPO would also be a key contributor to one of the OECD's flagship reports 'Settling In: Indicators of Immigrant Integration' and would contribute to the preparation of the quantitative aspects of the report. The JPO may also contribute to the organisation of the Annual Roundtable on Labour Migration in Asia co-organised by the OECD, and a related publication, and ongoing work on migration of health personnel and bilateral labour agreements. The JPO would report to a Senior Economist/Policy Analyst in the Division.

### **Main Responsibilities**

#### Research and Analysis

- Work with micro-data, including from national labour force surveys, household surveys, and administrative data, for the preparation of cross country indicators.
- Carry out detailed literature reviews on themes relating to migrant integration and labour migration.
- Analyse legislation, regulations and procedures related to labour migration.
- Design questionnaires to collect information from key stakeholders.
- 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.



- Participate in the general work of the Directorate, including drafting of briefing material and speeches for senior OECD officials, reviewing, and drafting analytical and policy documents as well as contributing to horizontal and intra-directorate projects as appropriate.

#### 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.
- 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 would be an advantage.
- Experience working with complex micro-data.
- Experience in drafting policy papers or reports, and an ability to translate technical information into clear, concise, and policy relevant messages.

##### Tools

- Strong knowledge and experience in the use of statistical/econometric software (e.g., STATA, R and Python).
- 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 knowledge of the other, with a commitment to reach a good working level.
- 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.