ORGANISATION
FOR ECONOMIC
CO-OPERATION
AND DEVELOPMENT

ORGANISATION DE
COOPÉRATION ET
DE DÉVELOPPEMENT
ÉCONOMIQUES

Job description
Junior Professional Officer, Grade PAL4
Directorate for Public GovernanceInnovative, Digital and Open Government 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 Public Governance (GOV) helps governments at all levels design and implement strategic, evidence-based, and innovative policies to strengthen public governance, respond effectively to diverse and disruptive economic, social, and environmental challenges, and deliver on governments' commitments to citizens. We provide a forum for policy dialogue, common standards, and comparative international data and analysis to support innovation and reform across the OECD. We support countries in promoting good governance and democracy through strategic, agile, and action-oriented public sectors that improve the functioning of national economies and foster growth. We achieve these objectives by helping governments design and implement strategic, evidence-based policies that enhance public governance, trust in government, and democracy, responding effectively to various challenges.

Within GOV, the Innovative, Digital and Open Government Division (GOV/INDIGO) is committed to advancing human-centred governance by collaborating with countries and a broad network of partners to drive public sector transformation. GOV/INDIGO leads OECD work on digital government, supporting governments in leveraging digital technologies and data for human-centred, efficient, and inclusive public services. This work comprises areas such as the governance and use of AI in the public sector, governance for digital government, digital public infrastructure, data-driven public sector and open government data, digital investments and GovTech, and design and delivery of digital public services. Through tools like the Digital Government Index and the Open, Useful and Re-usable Data (OURdata) Index, GOV/INDIGO provides evidence-based insights, benchmarks, and guidance to help countries strengthen governance, foster innovation, and implement strategic digital transformation across the public sector, helping governments become more agile, transparent, and responsive to the needs of their citizens.

GOV/INDIGO is seeking an experienced and motivated Junior Professional Officer to contribute to the work on digital government. The selected candidate will have strong experience in designing and implementing digital government projects, as well as a track record in conducting comparative policy analysis. Selected candidate will collect and analyse data, contribute to country studies, and provide policy recommendations.

Main Responsibilities

Research, analysis and drafting
- Contribute to analytical policy work on digital government, drafting country reviews and international reports, supporting background desk research, data analysis, and data management.
- Contribute to the implementation and management of country projects.
- Conduct surveys and interviews to collect data, generating insights for policy recommendations.

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- Analyse statistical data to identify policy trends and elaborate policy recommendations.
- Contribute to drafting reports, working papers, action plans, and policy briefs as required.
- Systematise and analyse both quantitative and qualitative data, supporting the development of appropriate data visualisation techniques.

Co-ordination and liaison
- Organise, coordinate, and facilitate meetings and workshops with stakeholders, contributing to event planning with governments and experts.
- Build and maintain contacts with stakeholders including national administrations, international organisations, and country delegations.
- Support the relationship with relevant OECD Committees and Bodies.

Communication, outreach, and capacity building
- Identify opportunities for new partnerships with governments, experts, and academia.
- Stay abreast of ongoing research and policy developments relevant to OECD work, including digital government, artificial intelligence in the public sector, digital public services and digital public infrastructure.
- Present findings and represent the OECD at internal and external events, seminars, and meetings.
- Contribute to the preparation of briefing material and speeches for OECD leadership.

Ideal Candidate Profile

Academic Background
- An advanced university degree in economics, social science, public management, law, international relations, political science, or other related discipline.

Professional Background
- A minimum of two years of experience in areas related to the strategic use of digital technologies in the public sector, preferably in a government or international organisation, with relevant experience in analytical work and policy recommendations.
- A strong track record in conducting analysis and writing in a public sector or international context, in areas such as digital government, artificial intelligence, public sector data governance, digital public infrastructure, or others.
- Proven ability to write clear, concise, and policy-relevant publications that are clear, concise and reader-friendly for a variety of target audiences.
- A track record of report writing and communication skills, including the ability to present complex analyses to non-specialist audiences and synthesise complex issues into digestible policy briefs.
- Demonstrated skills in translating complex analyses into accessible policy briefs.

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.
- 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.