



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4

Directorate for Public Governance Infrastructure and Public Procurement 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) is working towards helping 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 government's commitments to citizens. GOV provides a forum for policy dialogue and exchange, common standards and principles, comparative international data and analysis to support innovation and reform across the OECD, policy reviews and practical recommendations targeted to the reform priorities of specific governments. The Infrastructure and Public Procurement (IPP) Division is leading the work of the OECD on public procurement and on the governance of infrastructure and public-private partnerships (PPPs). IPP supports governments in the design and implementation of comprehensive public procurement reforms at all levels of government and within all sectors. To do so, IPP develops standards and guiding principles, facilitates policy dialogue, and generates comparative country data. This enables transforming the procurement process into a strategic government function. Further, IPP supports governments in getting infrastructure governance right.

GOV/IPP is looking for a Junior Policy Analyst, Junior Professional Officer, with experience in the public sector (ministry, agency, or State-Owned Enterprise level, responsible for any type of economic infrastructure) in any of the following domains: infrastructure planning or project appraisal, infrastructure permitting and related stakeholder management, procurement strategy (packaging/delivery model assignment), and asset management. The selected expert will carry out hands-on work in infrastructure projects in member countries, pursue analytical work on cutting edge themes, draft reviews, prepare and participate in field missions, etc. They will have a very strong track record in carrying out analysis and in making effective recommendations on a project or policy level for the public sector in a national or international context. They will report to the Deputy Head and to the Head of Division.

Main Responsibilities

Reviews, research, analysis and drafting

- Conduct reviews, research, and analysis to contribute substantively to the OECD public procurement and/or infrastructure governance projects, at the national and/or subnational levels and in specific sectors.
- Formulate sound policy assessments and proposals, taking into account good practices, comparative data, benchmarks and indicators in OECD countries.
- Contribute to the Division's understanding of and capacity to comment on emerging public procurement and infrastructure issues relevant to the challenges of inclusive and sustainable economic growth.
- Collaborate, within the Organisation, on multi-disciplinary horizontal work on public procurement and infrastructure, and support to broader governmental policy objectives, contributing to policy discussion



underpinned by economic theory and empirical analysis.

- Develop materials and tools based on comparative analysis, data and indicators that policy makers can use for benchmarking their strategies, policies and practices.
- Assist in drafting technical and policy documents for consideration by the OECD Public Governance Committee and the Senior Budget Officials Committee, and relevant networks, including the Working Party of the Leading Practitioners on Public Procurement and the Senior Infrastructure and PPP Officials Network, as well as policy briefs and other communications aimed at non-technical audiences.

Co-ordination

- Ensure timeliness and a high level of analytical and editorial quality in the preparation and publication of OECD documents.
- Contribute to the overall development of and help with the implementation of the Division's Programme of Work.
- For VC funded projects, contribute to the drafting project proposals and budgets for projects financed by voluntary contributions, liaising with potential donors and potential beneficiaries/counterparts.

Liaison, Dissemination and Representation

- Liaise with country officials and co-ordinate with OECD staff working on the governance of infrastructure, and procurement issues.
- Design and deliver high quality capacity building activities such as seminars and workshops to a variety of audiences (policy analysts and senior public officials).
- Represent the Division at meetings and conferences involving policy makers.

Ideal Candidate Profile

Academic Background

- An advanced university degree in economics, law, or any branch of engineering.
- A PhD in any of the domains related to the position, would be considered an advantage.

Professional Background

- A minimum of two years of relevant experience in any of the domains related to this position.

Skills

- Experience in multidisciplinary public governance issues would be an advantage.
- Very good qualitative and to some extent quantitative research and analytical skills.
- Experience in dealing with multiple stakeholders, organisation of events and missions, horizontal activities in an international context.
- Proven track record in presenting highly technical subject, in writing as well as orally to high level officials and opinion leaders, in a compelling manner.
- Experience in positions exposed to the political implications of policy recommendations, would be an advantage.

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.