



#### **Job description**

### **Policy Analyst, Junior Professional Officer, PAL4 Global Relations and Cooperation Directorate Middle East and Africa 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 [Global Relations and Cooperation Directorate](#) (GRC) supports the implementation of the OECD's Global Relations Strategy by co-ordinating the Organisation's relations with partner countries and regions as well as international organisations. It advises the Secretary-General and other OECD Directorates on how to manage and strengthen, as appropriate, co-operation with key partner countries, regions, and organisations as well as fora. GRC also serves the OECD External Relations Committee, working with members to help them reach consensus on global relations priorities and ensuring that relevant partners are effectively engaged in the Organisation's work. The Directorate implements the priorities of the Programme of Work and Budget (PWB) set by Member Countries and the Secretary-General in its area of business.

The Middle East and Africa Division (GRC/MEA) is looking for an experienced Policy Analyst to support the Directorate on a broad spectrum of global relations tasks. They will work on the Middle East and Sub-Saharan Africa with a focus on implementing the MENA-OECD Competitiveness Programme and Africa-OECD Partnership and delivering the necessary outputs.

The selected candidate will help advance OECD's support for policy reforms in Middle East and Sub-Saharan African countries; promote countries in the region active participation in OECD bodies and activities; and advance their participation in policy dialogue processes. They might be required to travel to the region to raise the visibility and understanding of the OECD. The selected candidate will work under the supervision of the Head of the Middle East and Africa Division in GRC.

#### **Main Responsibilities**

- Monitor political, economic and social developments in countries of the MEA region with a focus on inclusive and sustainable economic development and on the political economy of reforms in support of economic development.
- Contribute to implementation of the Africa-OECD Partnership, MENA-OECD Competitiveness Programme, including by supporting organisation of meetings of its Steering Committee and various working groups.
- Support the implementation of projects under the Division's responsibility, such as country programmes, regional and country projects.
- Develop an understanding of the full range of OECD's activities with non-members through the OECD's Global Relations Strategy, G20 initiatives relevant to the OECD's activities in the Middle East and Africa.



- Develop and maintain partnerships with regional organizations and international financial organisation active in the Middle East and Africa e.g. Autorité des Marchés Financiers (AMF), African Development Bank (AfDB), African Union (AU), Islamic Development Bank (ISdB), League of Arab States (LAS).
- Support outreach activities in Africa, including with countries, regional and continental institutions as part of the Africa-OECD Partnership.
- Co-ordinate with other OECD Directorates and develop country fiches highlighting the whole of OECD's work in countries in the Middle East and Africa and analyse trends and latest development. Promote the integration of Middle East and African countries into the OECD's statistical tools.

### **Ideal Candidate Profile**

#### **Academic Background**

- An advanced university degree in international relations, political economy, public policy, economic development or other related discipline.

#### **Professional Background**

- A minimum of two years of experience working in project management, policy analysis and advice in the private sector, strategy consulting, a national government or an international organization in relation to the Middle East and Africa.
- Proven analytical skills and ability to write professionally.
- Demonstrated organisational, research and oral presentation skills.
- Experience working effectively under pressure in a diverse, team-oriented environment.
- Demonstrated hands-on and action-oriented approach and capacity to work independently.
- Knowledge of the economic, institutional and political contexts of emerging and developing economies.

#### **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 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.

ORGANISATION  
FOR ECONOMIC  
CO-OPERATION  
AND DEVELOPMENT



ORGANISATION DE  
COOPÉRATION ET  
DE DÉVELOPPEMENT  
ÉCONOMIQUES

- [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.