



### Job description

## **Junior Policy Analyst, Junior Professional Officer, Grade PAL4 International Energy Agency Office of Global Energy Relations**

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 [International Energy Agency](#) (IEA) is an intergovernmental organisation committed to advancing security of energy supply, economic growth and environmental sustainability through energy policy co-operation. The IEA operates as an autonomous body within the framework of the OECD. Both the IEA and the OECD seek opportunities to work with an increasing number of non-members of growing importance to the world economy. The Agency aims to foster the contribution of the energy sector to economic development and environmental sustainability.

The Office of Global Energy Relations (GER) was created to strengthen IEA engagement with key Accession, Association and partner country stakeholders, to articulate the IEA's role vis-à-vis other international organisations and fora as well as to ensure cross-Agency co-ordination of these activities. The Division for Europe, Middle East, Africa and Latin America (EMAL) is responsible for coordinating and developing the Agency's engagement with countries in these regions.

The Office of Global Energy Relations is looking for a skilled and motivated Junior Policy Analyst for the MENA Desk with experience in project coordination and liaison activities to join the Division for Europe, Middle East, Africa and Latin America (EMAL). The successful applicant will be a member of a team coordinating the implementation of the work programme as well as other projects for key partner countries in the region, which covers countries in North Africa and the Middle East. Under the supervision of the responsible Programme Manager, the successful applicant will liaise with counterparts in their region and coordinate with colleagues from across the IEA.

### **Main Responsibilities**

- Organisation of activities under relevant work programmes, i.e. physical events in Paris as well as remote engagement.
- Analytical work and production of deliverables such as reports and commentary pieces.
- Liaison with counterparts in partner countries and key International Organisations to implement and further develop cooperation in coordination with IEA Divisions.
- Continuous monitoring of political and macroeconomic developments with impact on the energy sector in the region, contributing to briefings to IEA management and IEA member countries, as well as relevant donors.
- Pursuit, in a proactive manner, research and engagement ideas to the MENA desk.



## **Ideal Candidate Profile**

### **Academic Background**

- An advanced university degree in economics, energy policy, international relations, or other related discipline.

### **Professional Background**

- A minimum of two years of relevant experience in energy and climate policy, with a focus on the Middle East and North Africa (MENA) region.
- Proven experience in research, analysis, and drafting policy documents or reviews.
- Experience working in the MENA region and engaging with key stakeholders across the region.
- Proven organisational skills, including ability to work autonomously and ensure delivery of work to strict deadlines.

### **Skills**

- Excellent writing and analytical skills and advanced quantitative skills to deal with large sets of data.

### **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, in addition to French would be an asset, notably Arabic.

### **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.