



Job description

Junior Advisor, Junior Professional Officer, Grade PAL4 Centre for Tax Policy and Administration Tax Administration and VAT 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 OECD has earned a leading role in international tax issues. The [Centre for Tax Policy and Administration](#) (CTP) is the focal point for the OECD's work on all taxation issues, both international and domestic, and it works to advance the Strategic Orientations of the Secretary-General, ensuring impact of the OECD tax work in the international governance architecture. The CTP collaborates with other parts of the Organisation on issues such as the digitalisation of the global economy, tax and climate change, tax and inclusive growth, and the impact of taxation on labour markets and several other multidisciplinary projects. The CTP also provides the analytical support to the OECD's Committee on Fiscal Affairs, which consists of senior tax policy and administration officials from OECD countries, Associate and Partner countries and other international and regional tax organisations. It supports the work of the Inclusive Framework on Base Erosion and Profit Shifting (BEPS), with more than 140 member countries and jurisdictions, and the Inclusive Forum on Carbon Mitigation Approaches. It also has a comprehensive outreach and capacity building programme supporting the development of tax systems in developing countries. Through its work, the CTP enhances the OECD's global role in standard-setting, building knowledge, communicating with the world and interacting with governments and stakeholders from around the world to inform and influence policy making in the tax area.

The [OECD Forum on Tax Administration](#) (FTA) is a unique body, bringing together the leaders of tax administrations from over 50 advanced and emerging economies. The Forum enables member administrations to work together on projects and through a wide range of informal knowledge sharing and collaborative networks to enhance domestic and international tax administration, deepen cooperation between tax administrations, and share and develop knowledge on common challenges.

The CTP is looking for a Junior Advisor to work in the Tax Administration and VAT Division (CTP/TAV). They will support the work of the Forum on Tax Administration as well as the Task Force on Tax and Crime (TFTC), primarily supporting the work the informal knowledge sharing and collaborative networks and the recently launched TFTC projects. The selected candidate will work under the supervision of a sub-unit Head of the Tax Administration unit and the Head of the Task Force on Tax and Crime.

Main Responsibilities

Research, analysis and drafting

- Support the work of the FTA [Tax Administration 3.0](#) project, including research and assisting with the drafting of projects documents such as reports, briefing documents and presentations.
- Supporting the work of two of the FTA's [Communities of Interest and Networks](#), depending on the background and experience of the successful applicant.



- Supporting one of the four projects being undertaken in the Task Force on Tax Crime (crypto-currency; emerging risks; development of regional networks; artificial intelligence).
- Draft and input into reports, briefing documents, presentations and other documents covering tax administration and tax crime topics; and
- Undertake research and analysis as required on topics relevant for the work of the FTA and TFTC.

Co-ordination, liaison and representation

- Contribute to the organisation and preparation of FTA and TFTC meetings;
- Liaise with delegates on topics relevant for the work of the FTA and TFTC;
- Liaise, where necessary, with other relevant CTP Divisions to ensure co-ordination among the different areas of work; and
- Undertake missions as required.

Other duties

- Contribute to other work of the FTA and TFTC.

Ideal Candidate profile

Academic background

- An advanced university degree in taxation, economics, business, accounting, law or other related discipline.

Professional background

- At minimum of two years of experience in a tax administration, government ministry, financial institution or other organisation.
- Proven research and analytical ability and drafting skills.
- Proven administrative and organisational skills.

Skills

- Drafting skills
- Achievement focus,
- Analytical and flexible thinking
- Client focus and Diplomatic sensitivity

Languages

- Fluency in one of the two OECD official languages (English and French) and 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.