



### Job description

#### **Junior Policy Analyst, Junior Professional Officer, Grade PAL4**

#### **Directorate for Education and Skills**

#### **Innovation and Measuring Progress 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 Education and Skills](#) (EDU) leads the Organisation's work to help member and non-member countries achieve high-quality learning for all, design better skills policies, and turn them into jobs and growth. The Centre for Educational Research and Innovation ([CERI](#)) does extensive work reflecting on the futures of schools and universities and with a particular concern with emerging trends and issues. CERI aims to set an agenda for the future, with a goal to ensure that the work is integrated with empirical analysis and innovation awareness.

CERI is looking for a JPO to contribute to two projects within its 2025-26 work programme: 1) The project Smart data and digital technology in education will help countries better understand the opportunities and tackle the many challenges brought about by digitalisation in education. 2) The project Teaching, learning and assessing creative and critical thinking skills works with countries to develop a forward-looking vision of the teaching, learning and formative assessment of two key competences for innovation: creativity and critical thinking. The projects are separate strands of work and will allow the JPO to develop expertise on the complementary areas of 'disciplined innovation in education' and 'digitalisation in education'. The JPO will work under the supervision of a Senior Analyst.

### **Main Responsibilities**

#### Data collection, analysis and drafting

- Conduct analysis of documentary and statistical material, identifying relevant policy issues and facilitating peer learning. Gather information and data for the purpose of comparative analysis. This will include, on the one hand, identifying promising models of digital technology and data use in education and, on the other, reviewing and developing material for a bank of pedagogical resources and professional development plans for teachers that embody a common vision of creativity and critical thinking skills – and evaluating their implementation in schools.
- Analyse issues of current policy relevance. This will include identifying relevant policy issues, conducting in-depth quantitative and qualitative analysis on specific topics, extracting policy lessons, and developing relevant, constructive policy advice. This will relate mainly to policy responses to the regulatory and cultural challenges associated with digitalisation.
- Where needed, design and conduct data collection (e.g. questionnaires, country case studies) and analyse the results.
- Conduct literature reviews, draft summaries and substantive papers and prepare information for visual presentation on the topics above.

#### Organisation

- Contribute to the design and delivery of workshops, seminars, conferences and other events, in collaboration with member countries. This may include meetings with experts and policy makers on the topics of digital technology and data use in education, and meetings with education stakeholders about the development of creativity and critical thinking skills.



- Represent the OECD in relevant international and national fora and deliver presentations and papers and promote peer-learning. Establish and maintain professional contacts with key external organisations and individuals, especially with education agencies, research organisations and education institutions working on the topics of digitalisation of education and/or skills for innovation in Japan and other Asian countries.

## **Ideal Candidate Profile**

### **Academic Background**

- An advanced university degree in a social science (education, economics, sociology, political science, or other related discipline).

### **Professional Background**

- A minimum of two years of relevant experience in education, innovation or areas related to the projects – and an interest in them.

### **Tools**

- Microsoft suite.
- Statistical packages (Stata, SAS, R, SPSS, etc.) would be an advantage.

### **Skills**

- Drafting and communication skills.
- Coordination and organisation.
- Quantitative skills.

### **Languages**

- Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level.

## **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.