



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4

Environment Directorate

Environmental Performance and Information 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 [Environment Directorate](#) (ENV), in line with the strategic objectives of the Secretary-General, provides relevant and timely information, analysis and advice to support governments in identifying and implementing the environmental policies needed to support a cleaner, more resource-efficient, resilient and low-carbon development pathways. The Directorate currently comprises approximately 200 staff members working across a broad range of issues such as: climate change, biodiversity, water, eco- innovation, resource productivity and waste, environmental policy tools and evaluation, green growth, safety of chemicals, biotechnology and nanomaterials, and linkages between environment and tax, agriculture, energy, transport, development assistance, trade and investment policies.

The Environmental Performance and Information Division of the Environment Directorate (ENV/EPI) is looking for a Junior Policy Analyst with solid experience analysing green growth data and policies to contribute to Environmental Performance Reviews (EPRs) and the International Programme for Action on Climate. The work entails environmental and economic analyses and drafting contributions to [OECD Environmental Performance Reviews](#) on diverse policy issues across a range of environmental domains (climate change, biodiversity, water, waste and air pollution). Under the supervision of the EPR Team Lead and the IPAC Team Lead, the selected candidate will contribute to the EPRs of selected countries and contribute to data collection and analysis for IPAC. This requires interacting with a broad array of stakeholders, including governments, non-governmental organisations, other international organisations and academics and other OECD Directorates.

Main Responsibilities

Environmental Performance Reviews (EPRs) of selected countries

- Conduct background research on key policy developments in the reviewed country related to the environment; in collaboration with the team's statistician and data analyst, identify relevant data and indicators to assess environmental trends; identify supporting evidence for the analysis of environmental performance and the effectiveness and efficiency of the policy mix.
- Draft sections of the EPR related to specific topics, which may include: climate change mitigation and adaptation, biodiversity, water, waste and circular economy, and broader green growth issues such as green fiscal reform and finance and investment aligned with environmental goals.
- Collaborate with the EPR team to formulate country-tailored policy recommendations.
- Participate in meetings with government officials and stakeholders from the reviewed country to collect information and perspectives on key areas of improvement and key challenges.
- Contribute to the preparation of the communication materials for the EPR and dissemination efforts.



- Contribute to the continual improvement of EPR processes, working methods and communications.

International Programme for Action on Climate

- Contribute to the Division's data collection efforts on environmental and climate policies. Assist in daily management of the relevant databases of policy microdata (e.g. Climate Actions and Policies Measurement Framework [CAPMF], GHG emissions, PINE).
- Create and maintain documentation (metadata) on the data sources and the methods by which input data have been processed, such as climate policy databases (GHG emissions and CAPMF).
- Contribute to methodological work on GHG emissions, climate policies and other relevant environment indicators.
- Contribute to the drafting of methodological reports, analytical outputs, presentations, and communication items (e.g. social media posts) containing indicators and statistical analyses; liaise with national and international data producers to resolve data anomalies, improve data coverage and quality, and ensure best use and interpretation.
- Contribute to the analysis of climate policies including the Climate Action Monitor, Data Highlights, Country Notes and other analytical products.
- Improve the presentation and dissemination of environmental indicators by preparing graphs, tables, maps and innovative data visualisations.

Other tasks

- Contribute to broader collaboration within the EPI division and ENV Directorate, as opportunities arise;
- Prepare briefing notes for senior management.

Ideal Candidate Profile

Academic Background

- An advanced university degree in economics, environmental or natural resource economics with a strong quantitative component.

Professional Background

- A minimum of two years of relevant experience in applied green growth research and policy analysis, preferably acquired in an international organisation, government ministry or agency, academia, relevant private sector organisations, NGOs or similar.
- Knowledge of environmental-economic theory and policy.
- Experience in carrying out technical and evidence-based analysis of green growth policies, using, for instance climate policy data and GHG emissions data.
- Good understanding of environmental and climate issues and related policies and the respective classification (e.g. market-based instruments, non-market-based instruments).

Tools

- Proficiency in working with OECD and other databases to compile, analyse and synthesise green growth-related statistics and related information; experience in data science to inform policy analysis would be considered an advantage.
- Experience with data visualisation and creatively summarising complex datasets to communicate key messages to different audiences (experts and non-experts).



Skills

- Proven experience in drafting well-structured, concise and clear policy documents based on quantitative data analysis with close attention to detail.
- Ability to adjust and simplify communication style to a diverse range of communities and backgrounds.
- Proficiency in scripting or data analysis languages and statistical software (R, Python, Stata, or similar) as well as knowledge of database management systems (e.g. SQL) and version control tools (e.g. git) would be an advantage.
- Experience in collecting, processing, updating and disseminating of climate policy data or GHG emissions data. Experience with developing questionnaires related to climate policies or GHG emissions 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.
- Knowledge of other languages (Spanish) 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 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.