



### Job description

**Junior Analyst, Junior Professional Officer, Grade PAL4**  
**Directorate for Financial and Enterprise Affairs**  
**Anti-Corruption 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 financial and enterprise issues. In line with the Strategic Orientations of the Secretary-General, the core mission of the OECD's [Directorate for Financial and Enterprise Affairs](#) (DAF) is to assist markets to fund inclusive economic growth, and in turn Better Lives, through setting and implementing standards, providing capacity building and technical assistance, acting as a forum for co-operation and collaboration across the OECD Directorates, external stakeholders and International Organisations. DAF's mission is pursued through five substantive divisions whose teams provide member and partner countries with policy guidance, analysis and support in the areas of competition, anti-corruption, capital markets and financial institutions, international investment and responsible business conduct.

The Anti-Corruption Division (ACD) provides the Secretariat for the OECD Working Group on Bribery (WGB) and its 46 State Parties. It supports the monitoring of the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions (OECD Anti-Bribery Convention), which is a cornerstone of the OECD's efforts to tackle corruption and build a stronger, fairer global economy. In addition, the Division promotes the OECD Anti-bribery Convention and its related instruments, in particular the OECD Anti-Bribery Recommendation, through thematic studies as well as anti-bribery partnerships at the global level. The OECD has earned a leading role in financial and enterprise issues.

ACD is looking for a Junior Analyst with excellent analytical and organisational skills and the successful candidate(s) will work within a highly skilled and dynamic team of legal and policy analysts specialised in the field of anti-corruption.

### Main Responsibilities

#### Research, analysis and drafting

- Conduct legal research and analysis of governments' laws, regulations, policies and efforts to prevent, detect, investigate and prosecute the bribery of foreign public officials in international business.
- Contribute to analysis in support of initiatives to strengthen integrity and anti-corruption in government in relation to thematic issues or under bilateral projects with OECD member countries.
- Contribute to the drafting of country monitoring reports, horizontal studies, briefing notes, and communications materials in support of the above-mentioned activities.
- Support engagement with non-members at the country and regional levels, including through the development of capacity-building tools and products, the organisation of initiatives and events and the management of projects.



#### Liaison, representation and communication

- Maintain contact with other international organisations active in the field of anti-corruption.
- Support the planning and implementation of the Divisions' Programme of Work, including contributing to preparations for meetings such as Working Party of Senior Public Integrity Officials (SPIO), Working Group on Bribery (WGB) delegations, the OECD's Global Anti-Corruption & Integrity Forum and other networks, as required, officials from national administrations, and other parts of the OECD.
- Support the planning and implementation of capacity-building activities (e.g. workshops and seminars) on core and emerging topics.
- Participate in fact-finding or other missions to Member countries and non-Member economies, as required.

#### **Ideal Candidate Profile**

##### Academic Background

- An advanced university degree in law (preferably with specialisation in criminal or anti-corruption law), political science/public administration, economics, taxation, accounting, law, or other related discipline.

##### Professional Background

- A minimum of two years of professional experience conducting research and analysis on anti-corruption, integrity, and/or ethics issues, at national or international level.
- Good organisational skills, ability to work effectively and autonomously on the basis of general instructions.
- Good interpersonal skills and ability to collaborate effectively with teams.
- Knowledge of the following subjects would be an asset: corporate anti-corruption compliance, criminal investigation, prosecution and litigation, prevention and detection of bribery of foreign public officials, conflict-of-interest, risk management, political finance, lobbying, audit, pre- and post-employment safeguards, etc.
- Ability to write clearly and quickly about highly technical subjects in a manner accessible to senior government officials.

##### 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.
- Knowledge of other languages would be an asset.

#### **Core Competencies**

- OECD staff are expected to demonstrate behaviors 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.

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#### 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.