



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4

OECD Centre for Skills

Head's Office

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 Centre for Skills](#) (SKC) leads the Organisation's work to help member and non-member countries achieve high-quality learning and training for all, design better skills policies, and turn them into jobs, productivity and growth. The development of skills policies supports the acquisition and use of skills by individuals, to improve their employability and social outcomes, and to be able to adapt to rapidly changing economies under the pressures of megatrends and to ensure sustainable and equitable social progress. The Centre for Skills provides analysis, statistics and policy advice to countries on a wide range of topics focusing on the skills that people require to join the labour market, enjoy high levels of well-being and become an active member of society.

SKC is looking for a dynamic Junior Policy Analyst to work as an adviser in the Head's office. The analyst will prepare briefings and talking points for senior management; perform desk research and conduct policy, education & training, and skills analysis, as well as communication tasks on topics within the scope of SKC's initiatives. These topics encompass developments in VET and adult education, 'skills first' approaches, skills gap reporting and ongoing labour market trends. The Junior Policy Analyst will contribute to analysing quantitative and qualitative data and prepare figures as necessary; drafting reports and other products (e.g., working papers, blogs, case studies); and, incorporating comments into drafted documents. The analyst will also draft speeches, talking points, and presentations on pertinent subjects as well as contribute to the implementation of the Centre's fundraising strategy. The analyst will also contribute to raising awareness about and expanding the Centre's activities in Japan and the Southeast Asian region. The selected candidate will be directly involved in all aspects of the Centre's work as a core member of the Centre and would report directly to the Head of the Centre.

Main Responsibilities

Research, analysis and drafting

- Conduct research and analysis to contribute to one or more of the substantive workstreams of SKC.
- Draft speeches, confidential briefings and talking points for senior management on current issues related to skills.
- Keep abreast of relevant current affairs and developments in skills development at the international and country level to inform the Head.
- Contribute to shaping messaging and external communications from SKC to stakeholders and country governments.



- Support raising awareness of the Centre's work in Japan and Southeast Asia and developing new projects in the region based on the [OECD Skills Strategy Southeast Asia | OECD](#)
- Participate in, and contribute to, special assignments and specific initiatives as required.

Co-ordination, project management and representation

- Request, coordinate and ensure the quality of inputs from colleagues across SKC for inclusion in strategic reports, communications, or briefings.
- Coordinate with colleagues across SKC and the wider OECD to prepare high-profile events and working group meetings.
- Contribute to the design and delivery of high-quality activities such as seminars, workshops, web briefings to a wide variety of audiences.
- Keep up to date on the progress of major SKC initiatives and communicate progress and timelines to the Head and to senior management.
- Represent SKC and the OECD at internal meetings and at external events as required.

Ideal Candidate Profile

Academic Background

- An advanced university degree in a relevant discipline such as economics, international relations, or public policy is required.
- Coursework in one of the following areas would be an advantage: international affairs, public policy, public administration, macroeconomics, econometrics.

Professional Background

- A minimum of two years of relevant professional experience in a field of education or labour in a national administration, international organisation, research institution, university or the private sector.
- Proven experience in policy analysis.

Tools

- Knowledge of Microsoft Office products (Outlook, Word, PowerPoint) is essential.

Skills

- Excellent written and oral communication skills in English, as well as a strong ability to synthesise complex material.
- Experience undertaking policy-relevant research and communicating this to a wide range of stakeholders.
- Demonstrated ability to work as part of a team in a fast-paced environment.
- Strong interpersonal, communications and networking skills.
- Ability to communicate clearly, concisely and compellingly to a wide range of audiences.

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 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 1); Achieve Results (Level 2); 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