



Job description

Junior Professional Officer, Grade PAL 4 Office of the Secretary-General

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 Office of the Secretary-General (OSG) supports the Secretary-General in implementing his vision and priorities for the Organisation to:

- Optimising the strength and the quality of the post COVID recovery while responding to the economic and social impacts of the war in Ukraine.
- Leadership on climate action to help secure global net-zero by 2050 in a way that is effective and fair.
- Seizing the opportunities of the digital transformation while better managing some of the associated risks, challenges and disruptions.
- Helping to ensure well-functioning global markets and a global level playing field with a rules-based trading system in good working order.
- Global engagement: advancing OECD standards, through membership and partnerships and a sound approach to development.

We provide high quality advice and support to the Secretary-General to achieve a coordinated and innovative approach to the development and implementation of the OECD's work. We do this by forming timely and well-founded advice, consulting and coordinating with Members, with Deputy Secretaries, and across Directorates, and fostering a high functioning organisation. We are looking for a Junior Advisor who thrives on good processes, has exceptional attention to detail and is able to work in a fast-paced and varied environment.

OSG is looking for a Junior Professional Officer to assist in delivering the work programme and also work related to the overall OECD strategic agenda. The successful candidate will support the OSG team on the strategic direction of the OECD policy on Environment, Tax, Trade and Agriculture, along with Financial and Enterprise Affairs. In this context, they will provide support to the OSG and Deputy Secretary-General to advance the Organisation's multi-disciplinary horizontal project on climate and economic resilience amongst other horizontal initiatives. They will show flexibility in providing support to the OSG team. They will report directly to the Deputy Secretary General, Chief of Staff and Deputy Chief of Staff.

Main Responsibilities

- Preparing high quality briefing and materials for the Secretary-General that advance the vision and priorities for the OECD.
- Supporting the delivery of the OSG work program and functions, including the preparation of official documents and summary reports.
- Working in close co-ordination with OECD Directorates on the co-ordination of inputs received for missions and meetings.
- Taking responsibility for progressing initiatives and tasks to achieve results, by establishing clear



processes, monitoring plans, and proposing adjustments where needed.

- Building and applying professional expertise, including by harnessing information from diverse sources and exploring ideas from different viewpoints.
- Developing and maintaining productive working relationships and networks with Director's Offices in the OECD, with officials from Member countries, and other high-level interlocutors. Carry out other tasks as assigned.

Ideal Candidate Profile

Academic Background

- An advanced university degree in public policy or international relations or a closely related field.

Professional Background

- A minimum of two years of experience in dealing with multilateral questions in a national administration or international organization.
- Relevant experience working on international issues, in particular policy aspects of those issues. Experience in managing projects within strict deadlines and a demonstrated ability to undertake project support and co-ordination tasks.

Languages

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