



Job description

Junior Policy Analyst, Subnational Infrastructure, Junior Professional Officer, Grade PAL4

Centre for Entrepreneurship, SMEs, Regions and Cities

Regional Development and Multi-level Governance

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 [Centre for Entrepreneurship, SMEs, Regions and Cities \(CFE\)](#) provides comparative statistics, analysis and capacity building. It helps local and national actors work together to unleash the potential of entrepreneurs and small and medium-sized enterprises (SMEs), promote inclusive and sustainable regions and cities, boost local job creation, and implement sound tourism policies. It includes the Secretariats serving the Regional Development Policy Committee (RDPC) and its three Working Parties on Urban Policy, Rural Policy and Territorial Indicators, the Expert Group on Multi-level Governance and Public Investment, the Committee on SMEs and Entrepreneurship (CSMEE), the Tourism Committee and its Working Party on Tourism Statistics, and the Local Employment and Economic Development (LEED) Directing Committee.

The [Regional Development and Multi-level Governance Division \(RDG\)](#) within CFE helps OECD Member and Partner governments in their efforts to build more resilient regions, strengthen regional competitiveness, reduce territorial inequalities, improve rural development, enhance regional attractiveness and reinforce multi-level governance systems, as well as regional and municipal finance and investment.

The Decentralisation, Subnational Finance and Infrastructure (DEFI) team is looking for a dynamic and motivated Junior Professional Officer with a qualitative and quantitative profile to contribute to its ongoing analytical work mainly on two key areas: the impact of demographic change and ageing on subnational finance and investment and the relationship between fiscal decentralisation and regional inequalities. The successful candidate will be fully involved in substance work, as well as communication activities of the team, with a focus on the development of new evidence to support the design and implementation of effective decentralisation frameworks as well as policies that address the challenges posed by demographic change—including population decline and ageing—on subnational finance and infrastructure investment. The work on demographic change will have a focus in Asia-Pacific countries, in particular Korea and Japan, countries facing rapid demographic decline at national and subnational levels and confronting the twin challenges of an ageing population and ageing infrastructure.

This work builds on and contributes to various reports and initiatives, including the [Making Decentralisation Work: A Handbook for Policy-Makers](#), the [Working Paper on Fiscal Equalisation and Regional Development Policies](#), the [G20-OECD Policy Toolkit to Mobilise Funding and Financing for Inclusive and Quality Infrastructure Investment in Regions and Cities](#), and the forthcoming OECD Guidelines on the Multi-level Governance of Demographic Change as well as the OECD Working Paper on “Decentralisation and Regional Inequalities: an OECD perspective”.



Main Responsibilities

Research, Policy Analysis and Drafting

- Undertake quantitative analysis of subnational government finance and investment data, geospatial data and other types of data that relate to fiscal decentralisation and territorial inequalities. This may include researching data sources, collecting data, organising data and undertaking quantitative analysis to produce new evidence.
- Undertake qualitative research on policies implemented by regional and local governments to adapt their finances and investment to demographic decline and ageing, including in relation to the innovative use of different funding sources and financing instruments, the modification of fiscal equalisation formulas, and the provision of services and infrastructure by establishing inter-governmental co-operation mechanisms, adopting innovative digital solutions or redeploying infrastructure for multiple uses.
- Draft reports and case studies, as well as working papers, speeches or background briefings, and ensure that they are delivered in a timely and high-quality manner.
- Perform comparative applied policy analysis for OECD member countries, including identifying policy outcomes, strategies, and practices in relevant areas.
- Keep abreast of relevant policy developments in selected OECD member and non-member countries relating to decentralisation, subnational finance and investment, especially in the Asia-Pacific region.
- Assist with preparing and participating in meetings, workshops and conferences with experts.

Operational support, liaison and other tasks

- Liaise with the countries under review, notably with relevant ministries and government agencies and with representatives from civil society and development partners.
- Engage actively with Japanese national and subnational authorities, as well as other key stakeholders, to promote Japan's participation in OECD activities and to ensure the inclusion of Japanese best practices in OECD reports and initiatives.
- Provide operational support for the preparation of conferences and international dialogue meetings.
- Prepare modules and workshops for capacity building and technical assistance.
- Participate in other forums and workshops.
- Present findings of research in OECD events, workshops and committee meetings, as required.
- Carry out other duties as required.

Ideal Candidate Profile

Academic Background

- An advanced university degree in public finance, economics, public policy, public investment, geography, infrastructure, political sciences, regional/urban development, regional/urban planning, statistics, finance or other related discipline.
- Research or coursework in at least two of the following areas: public finance, demographic change, sustainability, infrastructure, sustainable finance, regional development, public policy, or public investment.
- Strong quantitative and analytical skills demonstrated by academic achievement.

Professional Background

- A minimum of two years of relevant experience in public policy relating to decentralisation, public finance and investment, ideally with a subnational focus.



- Expertise in policy analysis and data collection as well as in formulating and implementing policies in an OECD country.
- Experience in drafting policy papers or reports, and an ability to translate technical information into clear, concise, and policy relevant messages.

Tools

- Strong knowledge of the MS Office Suite, including Excel.
- Experience using data analysis and visualisation software such as R, Stata, Python, QGIS or PowerBI.

Skills

- Excellent written and oral communication skills.
- Strong analytical abilities and the ability to synthesise complex material.
- Capacity to contribute to the production of high-quality policy analysis reports under tight deadlines.
- Demonstrated ability to manage and prioritise multiple tasks.
- Knowledge of the Asia-Pacific region.

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 2); Achieve Results (Level 1); Innovate and Embrace Change (Level 2).
- To learn more about the definitions for each competency for levels 1-2, 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.