



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4

Directorate for Education and Skills

Policy Analysis and Implementation 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 [Directorate for Education and Skills](#) (EDU) leads the Organisation's work to help member and non-member countries achieve high-quality learning for all, design better skills policies, and turn them into jobs and growth. The Directorate carries this out by providing statistics, analysis and policy advice to countries on a wide range of educational topics.

Within the Directorate, the [Policy Advice and Implementation Division](#) (PAI), co-ordinates the provision of advice on education policy to OECD members and other countries, both collectively and individually, across all sectors of education. Outputs include both cross-country and country-specific analysis, and typically bring together quantitative and qualitative analysis to support the entire policy process from design through to successful implementation, including data development at the system level.

EDU/PAI is looking for a Junior Policy Analyst to support its work on the policy applications and implications of Artificial Intelligence (AI) technologies for school education. Specifically, the JPO would work across the Inclusive Societies, Resourcing School Education for the Digital Age and Transitions in Upper Secondary Education projects to undertake research and monitoring of recent developments in countries around the use of AI tools in school education. This work would support the Division's projects and work in identifying the policy implications of AI technologies, especially the risks and opportunities, for schools, teachers and students, and system-level implications for education systems.

Main Responsibilities

Research, analysis and drafting:

- Undertake research and keep abreast of policy developments across countries in the use of AI in school education.
- Undertake research and keep abreast of technological developments that might influence the use of AI in school education.
- Develop policy advice and insights drawing on available evidence and taking account of country context, and where relevant, implementation to draft policy briefs on developments in the use of AI for school education.
- Support the development of a regular podcast or webinar series "Ask the Expert" focused on the use of AI in school education and related policies.
- Contribute to the development and maintenance of a policy tracker on AI in school education.
- Contribute to other relevant written outputs on AI across the teams.



Coordination and liaison

- Coordinate and consult with relevant policy teams – Inclusive Societies, Resourcing School Education for the Digital Age and Transitions in Upper Secondary Education - to identify relevant themes and experts for webinar and policy briefs.
- Work with experts and officials in countries on the implications of AI for school education, including organising and managing relationships with such expert and officials.
- As relevant, coordinate and collaborate with other teams across EDU and OECD on AI.

Ideal Candidate Profile

Academic Background

- An advanced university degree in economics, education, public policy, social sciences, or other related discipline.

Professional Background

- A minimum of two years of experience in research and policy analysis in education or a related public policy field acquired in an international organisation, national administration, university or research institution.
- Demonstrated ability to collect, analyse and interpret quantitative and qualitative information; identify the strengths and weaknesses of policies and practices; and propose workable improvements or alternatives.
- Knowledge of education policy issues and substantial expertise in one or more key areas of education policy in a cross-national context. Knowledge of policy issues relevant to digital technologies and AI specifically would be an asset.
- Familiarity with project organisation in research and/or policy contexts.
- Experience with the organisation of meetings, workshops and conferences.
- Experience with stakeholder engagement, including the organisation of consultations, and the facilitation of seminars.

Tools

- Proficiency with standard MS Office software.

Communication and 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.
- Effective written communication skills, including the ability to organise and present complex material clearly and simply for both specialised and non-specialised audiences.
- Strong interpersonal and communication skills, including the ability to make public presentations and to work collegially in a team environment.

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.