



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Global Relations and Co-operation Directorate OECD Representation to the United Nations

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 [Global Relations and Cooperation Directorate \(GRC\)](#) supports the implementation of the Secretary General's (SG) strategic orientations by co-ordinating the Organisation's relations with partner countries and with other international organisations. It advises the Secretary-General and other OECD Directorates on how to strengthen co-operation with key partner countries, regions and organisations. GRC also serves the OECD External Relations Committee, working with members to help them reach consensus on global relations priorities and ensuring that relevant partners are effectively engaged in the Organisation's work.

GRC is looking for a Junior Policy Analyst to support the work of the OECD's Special Representative to the UN, and its efforts to strengthen OECD-UN relations. The selected candidate will conduct analytical work; support drafting of economic and policy documents; and organise regional events to raise awareness of OECD's work with OECD and partner countries and their UN missions in support of the UN agenda, such as policy dialogues and capacity-building seminars. They will engage with civil society organisations based in New York to raise awareness and share evidence of OECD contributions on UN policy priorities, and continue to strengthen the relationship with key senior UN officials, leveraging the OECD UN Coordinator's efforts, to explore opportunities for co-operation and joint work. The candidate will report directly to the Special Representative.

Main Responsibilities

- Prepare for meetings and events held by the Special Representative, including writing speech notes and drafting briefs.
- Manage communication (social media and other information channels).
- Monitor UN events and meetings relevant to the OECD and support coordination with Paris-based experts on OECD participation, including by organising logistics and programmes for trips by staff from the Paris headquarters, in particular from the Directorates responsible for taxation, economics, digital issues, and development cooperation.
- Accompany the Special Representative, report on bilateral meetings, and prepare summary records of meetings at UN headquarters.
- Attend meetings with representatives of OECD Member and partner countries as specified by the Special Representative and draw up written reports on the outcomes of these meetings.
- Serve as the focal point for protocol requests.
- Monitor the office's budget and expenditure.
- Serve as the point of contact for the Washington office.
- Perform any other relevant tasks related to the OECD Representation to the United Nations.

Ideal Candidate Profile

Academic Background



- An advanced university degree in international relations, economics, social sciences, management, public relations, or a related field.

Professional Background

- A minimum of two years of relevant experience in public policy development or international relations.

Skills

- Strong drafting, organisational and communication skills, including diplomatic skills.
- Strong policy research and analytical skills, with a strong track record of prior substantive contributions.
- Demonstrated ability to draft analytical and policy-relevant reports and papers in the topic areas of the Office.

Technical Skills and Tools

- Demonstrates Technical Skills under the Expertise Area Policy Analysis and Advice, with a focus on intermediate to advanced level of Qualitative Analysis, Public Policy Analysis and Development, Stakeholder Management, and Drafting.
- Proficiency in the use of standard (Microsoft Office) software applications and collaboration and conferencing tools (Zoom, Teams, Webex).

Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

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 6 823 USD, 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.