



OECD

Junior Professional Officer Programme (JPO)

Chiffre Nr. 2026-1-17

General Information:

Job title: JPO - Junior Policy Analyst

Division: Office of the Secretary-General

Agency: Organisation for Economic Co-Operation and Development OECD

Location: Paris, France

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

Please note that for participants of the JPO programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree)

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 in:

- 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.

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 report directly to the Chief of Staff and Deputy Chief of Staff.

Main Responsibilities

Analysis and Drafting

- Assist in preparing briefings, talking points and speeches for OSG, ensuring that key strategic issues are covered and messages are transmitted.
- Make a first quality assessment of related inputs from directorates and revise the substance, length and syntax as necessary.
- Provide inputs to strategic and analytical papers and articles and support with the substantive contributions of the Organisation.
- Revise the substance and consolidate input received from directorates, prepare speeches, remarks and statements.
- Keep abreast of developments within OECD and the global political and economic agenda.

Liaison with Directorates and Delegations

- Engage with a talented, highly committed team of professional staff, in a vibrant, fast-paced environment.
- Assist in advancing the work of the Office of the Secretary General, helping to manage some of its activities in coordination with relevant directorates.
- Liaise with staff in directorates to assist them in preparing for events as needed.
- Liaise with delegations to coordinate specific elements of the agenda of the SG's missions and to ensure optimal preparation and content of the programme for official visits.

Ideal Candidate Profile

Academic Background

- A Master's degree in a subject of relevance to the areas of work at the OECD, including economics, social affairs, trade, agriculture, development, education, employment, environment, finance, law, fiscal affairs, statistics and public policy.
- Strong quantitative and analytical skills demonstrated by academic achievement.

Professional Background

- A minimum of two years of experience related to the field of work at the OECD; experience in working for an international or national administration, a private company or a research institute.
- Experience with project organisation in research and/or policy contexts would be an advantage.
- Experience with the organisation of meetings, workshops and conferences is desirable.
- Expertise in policy analysis and data collection would be an advantage, as would be the experience of 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.



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.

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](#).

What the OECD offers

- [Click here](#) to consult the Staff Regulations applicable to officials of the OECD. Please note that from 1 July 2025, all Official appointments will be made under the [OECD's new contractual modalities](#).
- [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.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2026-1-17 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**