Junior Professional Officer Programme (JPO)

General Information:

Post title: Junior Professional Officer (JPO), Junior Policy Analyst
Division: Council and Executive Committee Secretariat (SGE/CES)
Agency: Organisation for Economic Co-Operation and Development (OECD)
Location: Paris, France
Duration: 2 years with possibility of extension for another year

Please note that 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, full-time internships can be counted after the Bachelor's Degree.

The OECD’s mission – Better Policies for Better Lives – promotes policies that will improve the economic and social well-being of people around the world. It provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems.

The Council and Executive Committee Secretariat (SGE/CES), in co-ordination with the Office of the Secretary-General, supports the Secretary-General in maintaining strong relations with Member countries and their delegations in the Council, ensuring the implementation of mandates related to the Organisation’s work and advancing its strategic objectives. It contributes to effective governance by providing key operational support to the Council and its Executive Committee and related meetings, including the annual Ministerial Council Meeting (MCM) and the Global Strategy Group (GSG), and advice and assistance on institutional and procedural issues to Delegations and the Secretariat.
The JPO assignment provides an insight into the governance structures, management and overall functioning of an international organisation, as well as into the cooperation with Member States, and the opportunity to contribute in these areas. It also provides a very good overview and general understanding of the substantive work, which the OECD covers, inter alia, economic, environmental, and social issues.

SGE/CES is looking for a JPO to provide assistance for the substantive and operational aspects of the Council, Executive Committee and related meetings. S/he will help the Director of the Council and Executive Committee Secretariat ensure the consistent implementation and follow-up of institutional procedures, rules and regulations on governance and carry out an information co-ordination function, both with Directorates and with Delegations.

**Main Responsibilities**

Support to the preparation, coordination and follow-up of sessions of the Council, Executive Committee and related meetings, notably

- Co-ordinate inputs from the Secretariat and Member countries’ Delegations;
- Conduct analysis, review/synthesis of documents;
- Contribute to the preparation/drafting of briefs for the Chair in advance of meetings;
- Contribute to the drafting of Summary Records of and follow-up to meetings.
- Contribute to the drafting of analytical reports on issues of interest to the Council and Executive Committee and to special projects, as well as ad-hoc notes and speaking points for the Director.
- Keep abreast of key international policy issues of relevance to OECD mandates, in particular with respect to identified OECD priorities.
Ideal Candidate profile

Academic Background

- Master’s Degree in international relations, political science, international law or public policy/administration, or the equivalent experience in public administration.
- Good general knowledge of economic and social issues, their policy implications and their international dimension.

Professional Background

- Involvement in or exposure to governing body processes;
- A minimum of two years’ experience in public administration or a related area.

Languages

- An excellent written and oral command of one of the two official languages of the OECD, English and French, and working knowledge of, or willingness to learn, the other.
- Knowledge of other languages would be an asset.

Core Competencies

- Ability to learn quickly and apply new concepts and techniques confidently.
- Well-organised, methodical and analytically independent.
- Teamwork and strategic networking
- Capacity to draw out well-grounded conclusions from analyses.
- Capacity to draft clearly and concisely in one of the OECD’s official languages.
- Good interpersonal skills.

Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO)

Alle Informationen unter www.bfio.de