



Junior Professional Officer Programme (JPO) Chiffre Nr. 2022-1-22

General Information:

Job title:	JPO - Talent Management Analyst
Division:	Executive Directorate/ Human Resources Management/ Talent Management and People Analytics Group
Agency:	Organisation for Economic Co-Operation and Development OECD
Location:	Paris, France
Duration:	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 **OECD** is a global economic forum working with 38 member countries and more than 100 emerging and developing economies to make 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. The Organisation 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.

Within the Executive Directorate, the Human Resource Management (HRM) Service is responsible for delivering policies to attract, engage, develop and retain the best talent for the OECD. The Talent Management and Analytics Group (TMA) is one of the three business units within HRM and is responsible for the development, implementation and subsequent support of an OECD Talent Management Strategy that meets the Organisation's resource requirements, analysing key human capital indicators, designing new policies, tools and products and disseminating OECD's appeal as an employer to global communities. The Group is also comprehensively engaged in issues and actions surrounding the promotion of diversity and inclusion within the Organisation.

EXD/HRM is looking for a Talent Management Analyst to work on a number of projects and initiatives under the direct supervision of the Head of TMA.



Main Responsibilities

Research, Analysis & Design

- Carry out research and benchmarking to improve existing talent management policies, practices and/or design new tools
- Analyse key metrics to assess the effectiveness of policies and practices as well as tools related to Talent Management.
- Provide project briefings, country briefs and other Talent Management related updates to the Head of TMA and senior managers of the Organisation as required.
- Research best practice talent management and organisational development practices globally to build and integrate into OECD policies and practices.

Stakeholder Management

- Manage the activities of projects carried out within TMA and monitor progress to support the timely delivery of outputs.
- Work closely with the Head of TMA and wider HRM colleagues on the development and implementation of strategic talent programmes.
- Contribute to the execution and creation of the Organisation's strategic HR wide initiatives, such as NEP, Diversity & Inclusion, amongst others.
- Assist high-volume recruitment campaigns for the Young Associates and Young Professionals Programmes, including promotion, outreach and selection process.
- Support the Organisation outreach efforts, including organising and participating in recruitment activities and/or relevant Talent Management events.

Ideal Candidate Profile

Academic Background

- A **Master's Degree** in the area of Organisational Development such as business administration, public policy, human resources or psychology.
- Some formal training on quantitative analysis (e.g. statistics, people analytics).
- Some coursework on behavioural economics would be an asset.

Professional Background

- At least two years professional experience in project management/coordination, preferably in the field of organisational development and recruitment.
- Proven track record of demonstrating intellectual rigour and curiosity to assess issues, needs and solutions of complex organisational management issues closely related to people management.
- Proven experience in conducting research and analysis of organisational development issues using quantitative and qualitative information.
- Proven experience in preparing communication materials aimed for internal and external audiences.



Tools

- Sound knowledge of major Talent Management / ATS software available on the market (ex. Taleo).
- High proficiency in Microsoft Office suit.

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.

Core Competencies

- For this role, the following competencies would be particularly important:
 - Analytical Thinking
 - Client Focus
 - Organisational Alignment

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-22 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de