

Job Description

INTERNSHIP PROGRAMME (PARTNER INSTITUTIONS ONLY) 2016/2017 (Job Number: 10895)

Description

The OECD Internship Programme is designed to bring highly qualified and motivated students with diverse backgrounds into the Organisation to work on projects linked to the Strategic Orientations of the Secretary-General. Its main goal is to give successful candidates the opportunity to improve their analytical and technical skills in an international environment.

Successful candidates will carry out research and provide support in one of the following areas. Please note that the list is non-exhaustive.

- Bribery and corruption
- Competition
- Corporate Governance
- Development
- Economy
- Education
- Employment
- Environment
- Finance
- Health
- Industry and Entrepreneurship
- International Migration
- Investment
- Public Governance
- Regional Development
- Regulatory Reform
- Science and Technology
- Statistics
- Tax
- Trade and Agriculture
- Corporate Functions such as Budget and Finance, Information Technology, Public Affairs and Communications and Human Resources

Main Responsibilities

Research, data analysis and drafting

- Participate in the preparation of studies and documents.
- Carry out research and review of existing material.
- Collect, organise and evaluate data.
- Contribute to the production of documents, working papers and publications resulting from the above activities, including drafting notes and preparing technical annexes.

Liaison and outreach

- Participate in meetings and seminars.
- Establish and maintain professional contacts and build networks with officials in national administrations, researchers, other international organisations and member country Delegations.
- Undertake other tasks as required.

Candidate profile

Academic Background

- Full time student in a discipline related to the work of the OECD.

Professional Background

- International experience through studies, internships or professional activities would be an asset.

Tools

- Solid quantitative and computer skills. Knowledge of Microsoft Office.

Languages

- An excellent 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.

Key Competencies

- Strong analytical skills demonstrated by academic success and professional achievements.
- Strong interest in the work of OECD in promoting international co-operation.
- Ability to plan and conduct research independently.
- Good organisational skills, ability to work effectively on the basis of general instructions, with the capacity to prioritise tasks, often according to tight deadlines.
- Proven ability to work in a multicultural and team oriented environment and to adapt to changing working methods and technologies.
- Very good drafting and communication skills.

Contract Duration

The duration of the internship is for a period between one and six months (renewable for another up to six months). Please indicate your availability clearly in your application form including the cover letter.