

## OECD internship information

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, policymakers 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 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 and to support the corporate functions of the Organisation. Its main goal is to allow successful candidates to improve their analytical and technical skills in an international environment.

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

- Agriculture and Fisheries
- Artificial Intelligence
- Bribery and corruption
- Competition
- Corporate Governance
- Development
- Digitalisation
- Economy
- Education and Skills
- Employment
- Energy
- Environment
- Finance
- Gender and Diversity
- Health
- Industry, Innovation and Entrepreneurship
- Insurance and Pensions
- International Migration

Investment  
Nuclear Energy  
Public Governance  
Regional Development  
Regulatory Reform  
Science and Technology  
Statistics  
Tax  
Tourism  
Trade and Agriculture  
Transport

For internships in the corporate functions, successful candidates will be involved in one of the following areas:

Communications, Media & Public Relations  
Event Management  
Finance, Budget and Accounting  
Human Resources  
Information Technology  
Legal services  
Office Administration  
Translation

### **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
- Interns in support of the corporate functions will be involved in:
  - Event organisation, communication, planning and evaluation
  - Ensure relevant social media presence and the online activity on different channels
  - Prepare background briefings, presentations and meeting documentation

Establish and maintain relationships with key contacts

Advice on legal frameworks, human resource management, finance and budgeting, IT

Support with office administration, archive and filing, drafting minutes, organising meetings, missions, etc.

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

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 based on 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

### **Internship working modalities**

OECD's Directorates have the possibility to onboard interns both remotely and in a hybrid form. The working modalities are agreed upon between the Directorate and the student, with the possibility to work on-site in line with the OECD's guidance.

### **Important note**

- Kindly be aware that students cannot apply to the OECD Internship Generic online vacancy if pre-selected as a candidate from GraSPP. Students' profiles will be considered once and only through this **preferential recruitment channel** at OECD. However, students who have not been pre-selected by GraSPP are encouraged to apply online to the Generic vacancy advertised on OECD's website.

- Due to the high volume of applications expected, the OECD Internship Office is not in a position to provide individual feedback. Therefore, only shortlisted candidates will be contacted by Directorates for an interview. If you are not contacted by Directorate hiring teams within three months following your application's submission to OECD, you can assume your application has not been retained on this occasion and you can apply again according to the calendar on our website. Please remember you will still need to be enrolled as a student during the internship period.

### **Minimum requirements**

- Candidates must be enrolled in a full-time degree programme for the duration of the internship in a field or discipline related to the work of the OECD (see the List of departments and special bodies for further details).
- Candidates should be proficient in English and/or French.
- Candidates should be available for a minimum period of one month on a full-time basis (40h per week). Kindly note that the duration of an internship is limited to six months with a possibility of one extension up to a maximum of twelve months.

For more information on the OECD Internship Programme please visit the links below.

[Internship brochure](#)

[Internship video](#)

[Frequently Asked Questions](#)