Internship Programme 2024 - Winter (Partner institutions)

Paris, France

Intern

Grade: 01

Company Description

The OECD – Who we are, what we do

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.

Job 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 and to support the corporate functions of the Organisation. 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 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
- Development Effectiveness
- Digitalisation
- Economy
- Education and Skills
- Employment
- Energy
- Environment
- Finance
- Gender and Diversity
- Health
- Industry, Innovation and Entrepreneurship
- Insurance and Pensions
- International Migration
- Monitoring and Evaluation

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- 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

Examples of work entrusted to interns include:

- Participating in the preparation of studies and documents;
- Carrying out research and reviews of existing materials;
- Collecting, organising and analysing data;
- Contributing to the production of documents, working papers and publications resulting from the above activities, including drafting notes and preparing technical annexes;
- Participating in meetings and seminars;
- Liaising and building networks with officials in national administrations, researchers, other international organisations and member country Delegations;
- Contributing to the organisation of events, communication, planning and evaluation.

Qualifications

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.

Additional Information

Contract Duration

The duration of the internship is for a period between one and six months (renewable for another six months up to a total of twelve months), on a full-time basis. Please indicate your availability clearly in your application form.

For more information on the OECD Internship Programme please visit our Frequently Asked Questions webpage.

Disclaimer: 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, 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.

The OECD promotes an optimal use of resources to improve its efficiency and effectiveness. Staff members are encouraged to actively contribute to this goal.

Learn more about what we offer and why the OECD is a great place to work.

Browse our People Management Guidebook to learn more about all aspects relating to people at the OECD, our workplace environment and on policies supporting staff in their daily life.