



Office of the Secretary-General - Internship

The OECD Internship Programme was 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 to successful candidates an opportunity to improve their skills as well as the experience to work in a truly international environment.

The Office of the Secretary-General (OSG) supports the Secretary-General in implementing his strategic vision for the Organisation. Led by the Special Counsellor to the OECD Secretary-General, Chief of Staff and Sherpa and the Deputy Chief of Staff, OSG works to add relevance and impact to the core products of the Organisation to: ensure that it remains on the cutting edge of policy analysis. OSG also fosters horizontality among the different parts of the Organisation and ensures coherence and whole-of-government perspectives; delivers the timely and targeted policy advice its Members and stakeholders need; and supervises, in coordination with the Deputy Secretaries General, the work of the Organisation.

OSG is looking for an intern to support the Chief of Staff, and the Deputy Chief of Staff in his role as the OECD's Voluntary Contributions (VC) Focal Point, and the Office of the Secretary-General more broadly, in the development of the OECD's relations with strategic partners and foundations.

The successful candidate will welcome the challenges of working in a vibrant, fast-paced environment where team spirit is the key component. He/she should have very good drafting, communication and interpersonal skills and a strong commitment to make things happen.

Main Responsibilities

- Support the preparation of events with strategic partners, including events' agendas, summary records, invitation letters, and other relevant documentation.
- Conduct research and analysis to identify new potential partners.
- Preparation of briefing notes and talking points;
- Identification and analysis of background documents.
- Drafting of meeting reports to inform management
- Preparation of tables and other synthetic documents

Ideal candidate profile:

Academic Background:

A university degree in economics, law, finance, public policy, international relations, development studies or a closely related field.

Professional Background

Good knowledge and interest in international development, economic policies and sustainability.



Competencies

- Adaptability, flexibility and creativity to work as part of a multicultural team
- Excellent drafting and communication skills
- Ability to stick to deadlines, to manage unexpected situations and perform under pressure
- Proficiency in the use of standard software applications (Word, Excel, PowerPoint)

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.
- Knowledge of other languages would be an asset

Contract Duration

6 months

How to apply

Please fill in an online application here: <https://www.oecd.org/careers/internship-programme/>

Please also submit by 20 April a CV, Cover letter (optional) and proof of current university enrolment to valentine.staub@oecd.org and Sonja.agustsdottir@oecd.org