



Job description

Junior Policy Analyst, Junior Professional Officer, Grade PAL4 Global Relations and Co-operation Directorate South Asia and Southeast Asia Division

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.

The [Global Relations and Cooperation Directorate \(GRC\)](#) supports the implementation of the Secretary General's (SG) strategic orientations by co-ordinating the Organisation's relations with partner countries and with other international organisations. It advises the Secretary-General and other OECD Directorates on how to strengthen co-operation with key partner countries, regions and organisations. GRC also serves the OECD External Relations Committee, working with members to help them reach consensus on global relations priorities and ensuring that relevant partners are effectively engaged in the Organisation's work.

The growing strategic and economic importance of Southeast Asia has led the OECD to deepen its relationship with the region. Within GRC, the South and Southeast Asia Division (SASEA) supports governments and stakeholders in the region through a variety of instruments and tools. Since 2014, SASEA Division has been implementing the [OECD Southeast East Asia Regional Programme \(SEARP\)](#) aimed at supporting domestic reform priorities towards sustainable and inclusive growth, strengthening regional integration including through co-operation with the Association of Southeast Asian Nations (ASEAN), and sharing the OECD's best practices and instruments. At the OECD Ministerial Council Meeting in 2024, Ministers celebrated the 10th anniversary of the SEARP and welcomed the decision to open accession discussions with Indonesia and adoption of the [Accession Roadmap](#), Thailand's request to join the Organisation, as well as the [Implementation Plan for the OECD Strategic Framework for the Indo-Pacific](#) which aims at increasing Indo-Pacific countries' alignment with OECD standards, high-level engagement with Indo-Pacific countries, and institutional relationships with key regional organisations.

GRC is looking for a Junior Policy Analyst to support the implementation of the work of the SASEA Division, in particular the Implementation Plan for the OECD Strategic Framework for the Indo-Pacific. The selected candidate will conduct analytical work; support drafting of economic and policy documents; and organise events at the regional and country levels, such as policy dialogues and capacity-building seminars. They will communicate pro-actively and effectively with key stakeholders in the region in order to maximise the value, visibility and impact of the Organisation's work in the region. The candidate will work under the supervision of the Head of the SASEA Division.

Main Responsibilities

Substantive and strategic support:

- Contribute to and support the work of the SASEA Division to increase OECD's engagement in the Indo-Pacific region, through the preparation of analytical policy documents, briefing notes, and talking points for high-level encounters.



- Identify and support the development of strategic partnerships and institutional relationships with the Indo-Pacific region and countries.

Liaison, Co-ordination and Communication:

- Liaise with key stakeholders in Indo-Pacific countries – governments, regional organisations, think tanks and private sector representatives – in order to keep abreast of latest political, social and economic developments, expand co-operation, and bolster the visibility and relevance of OECD analysis and standards.
- Facilitate co-ordination with relevant OECD directorates on horizontal activities.
- Contribute to developing the OECD's communication strategy in the Indo-Pacific region, with a view to build awareness on and disseminate OECD standards.

Project Development and Implementation:

- Assist in implementing current projects and developing future activities with Indo-Pacific countries and regional organisations.
- Support the organisation of policy dialogues, capacity-building seminars and training workshops (preparation of agendas, development of background materials, identification of participants and speakers, communication).

Ideal Candidate Profile

Academic Background

- An advanced university degree in economics, economic development, political science, public policy or international relations, preferably with a focus on the Indo-Pacific region.

Professional Background

- A minimum of two years of relevant experience in economic and policy analysis and advice in a national administration or international organisation.
- Experience in/on the Indo-pacific region and countries would be an advantage.

Skills

- Strong drafting, organisational and communication skills.

Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.
- Knowledge of language(s) from countries in the Indo-Pacific region would be an asset.

Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 2); Achieve Results (Level 1); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade. To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).



Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

[What the OECD offers](#)

- Monthly base salary starting from 5,741.55 EUR, plus allowances based on eligibility, exempt of French income tax.
- [Click here](#) to learn more about what we offer and why the OECD is a great place to work.
- [Click here](#) to browse our People Management Guidebook and learn more about all aspects relating to people at the OECD, our workplace environment and many other policies supporting staff in their daily life.