

Internship Opportunity with the ORGANISATION FOR ECONOMIC COOPERATION AND DEVELOPMENT (OECD) Summer 2024

POSITION:	OECD Intern
LOCATION:	Paris, France. In-person internship: intern is expected to intern at the host organization office location.
DESCRIPTION OF HOST ORGANIZATION:	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • Artificial Intelligence • Bribery and corruption • Climate • Competition • Corporate Governance • Development • Digitalisation • Economy • Education and Skills • Employment • Energy • Environment • Finance • Gender and Diversity • Global Relations • Health • Inclusive Growth • Industry, Innovation and Entrepreneurship • Insurance and Pensions • International Migration • Investment • Public Governance • Regional Development • Regulatory Reform • Science and Technology • Statistics • Tax • Tourism • Trade and Agriculture • Transport • Investment • Public Governance • Regional Development • Regulatory Reform

	<ul style="list-style-type: none"> • Science and Technology • Statistics • Tax • Tourism • Trade and Agriculture <p>For internships in the corporate functions, successful candidates will be involved in one of the following areas:</p> <ul style="list-style-type: none"> • Audit • Communications, Media & Public Relations • Event Management • Finance, Budget, and Accounting • Information Technology • Legal services • Office Administration • Human Resources • Translation
<p>INTERN'S DUTIES AND RESPONSIBILITIES:</p>	<p><u>Research, data analysis, and drafting:</u></p> <ul style="list-style-type: none"> • Participate in the preparation of studies and documents in areas of work of the Directorate or Service concerned. • Carry out documental research and review of existing material. • Collect, organize, 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. <p><u>Liaison and outreach:</u></p> <ul style="list-style-type: none"> • Participate in the organization of meetings and seminars. • Establish and maintain professional contacts and build networks with officials in national administrations, researchers, other international organizations, and member country Delegations. • Undertake other tasks as may be required. <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<p>HOST ORGANIZATION REQUIREMENTS:</p>	<p><u>Academic Background:</u> Full time student in a discipline related to the work of the OECD (e.g. economics, social affairs, trade, agriculture, development, education, employment, environment, finance, fiscal affairs and statistics, amongst others).</p> <p><u>Professional Background:</u> International experience in research and analytical activities through studies, internships, or professional activities would be an asset.</p> <p><u>Tools:</u> Solid quantitative and computer skills. Knowledge of the software package Microsoft Office.</p> <p><u>Languages:</u> An excellent command of one of the two official languages of the OECD (English and French) and a knowledge of, or willingness to learn, the other. Knowledge of other languages would be an asset.</p> <p><u>Key Competencies:</u></p> <ul style="list-style-type: none"> • 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 organizational skills, ability to work effectively on the basis of general instructions with the capacity to prioritize 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.
<p>HOURS:</p>	<p>Full-time</p>
<p>DATES:</p>	<p>May 1 to August 27, 2023. (Dates to be finalized with host organization)</p>
<p>RENUMERATION:</p>	<p>OECD stipend of 1000 EUR per month. In addition, successful candidates will receive a Faculty of Arts Internship Award of \$4,000CAD.</p>

HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings
APPLICATION DEADLINE:	February 13, 2024
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill students enrolled in an MA degree (Faculty of Arts) - Minimum CGPA of 2.7 - Returning full-time to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook: https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship - Must receive academic credit for the internship
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
Entry Requirements:	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>
Citizenship Requirements:	<p>Certain internship positions are primarily allocated to OECD member country nationals, but applications are open to all.</p> <p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

Please Note:

We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

Students who do not receive offers will be notified on a rolling basis as decisions are made. If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.

