

## Internship Opportunity with The Organisation for Economic Co-operation and Development Summer 2021

<b>POSITION:</b>	Intern, Full-time
<b>LOCATION:</b>	Paris, France (remote)
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	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.
<b>DUTIES/RESPONSIBILITIES OF INTERN:</b>	<p><u>HR Intern – Legal and staff policy framework - Head Office</u></p> <p>The OECD Human Resource Management (HRM) Service is responsible for attracting, engaging, developing and retaining the best talent for the OECD. HRM is seeking an HR Intern - Legal and staff policy framework, to work in the Head Office of the Human Resources Management, which provides central support to Senior Management of the Organisation and to the HR Team on a number of HR projects. The selected intern will work closely with the Legal and HR Policy Advisers to provide ongoing support to their work on one or several projects. This is an ideal opportunity to gain experience in a cross-section of core HR activities within a large, modern and fast-changing international environment.</p> <p>We are looking for an intern to work on a selection of the following projects:</p> <ul style="list-style-type: none"> <li>• supporting efforts to review, revise and develop the texts governing the Organisation’s legal and policy staff framework;</li> <li>• supporting benchmarking studies that consider the OECD’s legal framework for staff when compared with those of other international organisations;</li> <li>• preparing draft responses to individual staff requests for guidance on external professional activities, conflicts of interest, and receipt of gifts and honorary distinctions;</li> <li>• supporting efforts to review and develop the Organisation’s ethics framework and related procedures;</li> <li>• preparing communications to staff to inform them of aspects of the legal and policy framework governing employment at the OECD;</li> <li>• supporting efforts to upgrade the OECD intranet in relation to the OECD staff framework, and, in particular, the intranet presentation of the Organisation’s ethics framework;</li> <li>• providing assistance on ad hoc requests for advice regarding the interpretation or application of the Organisation’s staff framework.</li> </ul>
<b>MCGILL UNIVERSITY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Must be a McGill full-time undergraduate or graduate (Master level) student, returning to their current registered faculty in fall 2021.</li> <li>• Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook on <a href="#">this page</a>.</li> </ul>

<p><b>HOST ORGANIZATION REQUIREMENTS:</b></p>	<p><u>Academic Background:</u> Currently enrolled in a university programme (ideally at Master’s level) preferably studying <b>(international) law, legal studies or a closely related area.</b></p> <p><u>Professional Background:</u> International experience in research and analytical activities through studies, internships, or professional activities will be an asset.</p> <p><u>Tools:</u> Strong 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 working 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"> <li>• Strong analytical skills demonstrated by academic success and professional achievements.</li> <li>• Genuine interest in the work of OECD in promoting international co-operation.</li> <li>• Ability to plan and implement independent research.</li> <li>• Proven ability to organize and summarize complex material.</li> <li>• Good organizational skills, ability to work effectively on the basis of general instructions with the capacity to prioritize tasks, often according to tight deadlines.</li> <li>• Proven ability to work in a multicultural and team oriented environment and to adapt to changing working methods and technologies.</li> <li>• Excellent drafting and communication skills.</li> </ul>
<p><b>DATES:</b></p>	<p>12 weeks, from May 10<sup>th</sup> 2021 to July 30<sup>th</sup> 2021.</p>
<p><b>HOURS:</b></p>	<p>Full-time, 40 hours per week.</p>
<p><b>REMUNERATION:</b></p>	<p>OECD stipend of 738EUR per month. In addition, successful candidates will receive an award issued by the McGill Internship Offices Network valued at \$2,500 CDN.</p>
<p><b>COSTS:</b></p>	<p>The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.</p>
<p><b>ACCOMODATIONS:</b></p>	<p>Finding suitable lodging during the internship is the responsibility of the intern.</p>
<p><b>INTERNING REMOTELY:</b></p>	<p>To limit the risk associated with traveling and to allow students from different parts of the world to benefit from this unique learning experience, the OECD has decided that internships will be carried out remotely. Accordingly, in the context of the current situation regarding Covid-19, <b>teleworking arrangements will apply to all interns until further notice.</b></p>
<p><b>HOW TO APPLY:</b></p>	<p>Students must complete the online application form available on this site: <a href="https://www.mcgill.ca/internships/internship-application-form">https://www.mcgill.ca/internships/internship-application-form</a></p> <p>Include the following documents in one PDF file:</p> <ul style="list-style-type: none"> <li>• Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed ‘To whom it may concern’ and be no more than one page in length;</li> <li>• An updated curriculum vitae (1-2 pages).</li> <li>• Copy of unofficial transcript.</li> </ul> <p>Applicants should use the following file-name format: firstname.lastname_hostorganization (ex.: james.mcgill_camfed.pdf).</p> <p><i>Please note: If you are applying to a second degree at McGill and waiting for a</i></p>

	<i>response, you must hold a confirmation of acceptance by the application deadline and send it directly to <a href="mailto:ion@mcgill.ca">ion@mcgill.ca</a></i>
<b>APPLICATION DEADLINE:</b>	February 15, 12PM (noon) Eastern Time.
<b>CITIZENSHIP REQUIREMENT:</b>	<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:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Internship Office Network will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*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*