

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

POSITION:	Intern, Full-time
LOCATION:	Paris, France (remote)
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>Retained candidates will carry out research and provide statistical and technical support for analytical work, under the direction of an OECD official. Possible areas involved – non-exhaustive list:</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 • 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

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DUTIES/RESPONSIBILITIES OF INTERN:	<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. • Gather, 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 organisations, and member country Delegations. • Undertake other tasks as may be required.
MCGILL UNIVERSITY REQUIREMENTS:	<ul style="list-style-type: none"> • Must be a McGill full-time undergraduate or graduate (Master level) student, returning to their current registered faculty in fall 2021. • Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION Intern Handbook on this page.
HOST ORGANIZATION REQUIREMENTS:	<p><u>Academic Background:</u> Full time student in the field of economics or in another discipline related to the work of the OECD (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 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"> • Strong analytical skills demonstrated by academic success and professional achievements. • Genuine interest in the work of OECD in promoting international co-operation. • Ability to plan and implement independent research. • Proven ability to organize and summarize complex material. • 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.

	<ul style="list-style-type: none"> • Excellent drafting and communication skills.
DATES:	12 weeks from May 10 th 2021 to July 30 th 2021.
HOURS:	Full-time, 40 hours per week.
REMUNERATION:	OECD stipend of 738EUR per month. In addition, successful candidates will receive an award issued by the McGill Internship Offices Network valued at \$2,500CDN.
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
ACCOMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
INTERNING REMOTELY:	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, teleworking arrangements will apply to all interns until further notice.
HOW TO APPLY:	<p>Students must complete the online application form available on this site: https://www.mcgill.ca/internships/internship-application-form</p> <p>Include the following documents in one PDF file:</p> <ul style="list-style-type: none"> • 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; • An updated curriculum vitae (1-2 pages). • Copy of unofficial transcript. <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 response, you must hold a confirmation of acceptance by the application deadline and send it directly to ion@mcgill.ca</i></p>
APPLICATION DEADLINE:	February 15, 2021, 12PM (noon) Eastern Time.
CITIZENSHIP REQUIREMENT:	<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