

Job Description

Senior Policy Analyst(09009)

Description

The [OECD](#)'s mission – Better Policies for Better Lives – promotes policies that will improve the economic and social well-being of people around the world. It provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems.

The Science, Technology and Industry Directorate (STI), in line with the strategic objectives of the Secretary-General, helps OECD member countries and other key economies build an environment conducive to translating science, technology and knowledge into innovation in order to improve economic performance and enhance social welfare.

We are looking for a Senior Science Policy Analyst to manage and contribute to all aspects of the OECD's work on issues at the intersection of science and public policies, carried out through the OECD Global Science Forum (GSF) under the auspices of its parent committee, the Committee for Scientific and Technological Policy.

The GSF provides a venue for consultations among senior science policy officials of OECD member countries and key non-member economies on high-priority science policy issues requiring international consultations/co-operation. It produces findings and action recommendations on such policy issues and identifies opportunities for collaboration on major scientific undertakings.

The selected person will report to the Head of the Science and Technology Policy Division of the STI.

Main Responsibilities

Strategic planning and analysis

- Provide secretarial support to the GSF by facilitating the work of experts designated by national delegations and assisting them in the implementation of the work programme. This includes active collaboration with the experts, organisation of meetings and workshops, drafting of agendas and supporting the deliberations of experts, conducting policy-relevant analysis for the GSF and drafting policy reports that support the mission of the OECD.
- Design, supervise and execute the work programme of the GSF. Develop projects in liaison with member and non-member economies, other international organisations and other stakeholders as appropriate, focusing on the range of key scientific, technological, economic and regulatory issues relevant to the GSF.
- Identify and monitor, in collaboration with national delegates, potential topics for substantive activities by the GSF, notably issues at the intersection of science and public policies. Carry out strategic planning, orientation and oversight of the OECD programme of work related to high-priority science policy issues requiring international consultations/co-operation.
- Contribute to horizontal and multidisciplinary initiatives of the Directorate as they relate to the issues covered by the GSF.

Liaison and communication

- Develop and ensure effective co-ordination among the relevant policy communities both within and external to the Directorate and the Organisation. Seek synergies with the work of other OECD directorates. Represent STI as required in internal and external fora.
- Maintain contacts with senior officials in national administrations, other international organisations, and delegations, as well as with the scientific communities through interactions with individual scientists and by maintaining links with scientific unions, national academies, interdisciplinary bodies and NGOs.
- Represent, as needed, the GSF at other OECD bodies, notably the Committee on Scientific and Technological Policy.
- Seek to enhance the impact of the work of the GSF through the effective communication of its work to a range of stakeholders.

Leadership and management

- Provide leadership to the GSF team, and manage a multidisciplinary team involving scientists, policy analysts and consultants.
- Participate, as appropriate, in the recruitment process for these positions, as well as oversee the day-to-day management of the staff in the team.
- Manage the GSF budget and raise additional funds, as required.

Candidate's profile

Academic Background

- An advanced university degree in physical, life, engineering sciences, S&T policy or another field relevant to the position. A multidisciplinary academic background would be an advantage.

Professional Background

- Eight to ten years experience in the provision of policy advice in the field of science policy.
- Experience in science policy analysis acquired in a national administration or an international organisation.
- Experience in dealing with the economic and political aspects of science policy decisions at the national and international levels.
- Experience in conducting multidisciplinary work on a broad range of scientific issues.
- Experience involving science policy decisions, especially those concerning the establishment and operation of complex international co-

operative projects such as large facilities would be an advantage.

Languages

- An excellent written and oral 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.

Core Competencies

Please refer to the [OECD Core Competencies](#) and the level 4 indicators.

Contract Duration

Two-year fixed term, with the possibility of renewal.

What the OECD offers

Monthly base salary starting from 7 799.45 EUR exempt of French income tax, plus allowances based on eligibility.

NB: The appointment may be made at a lower grade if the qualifications and professional experience of the selected applicant correspond to that grade; in this case, the duties and responsibilities assigned will be adjusted accordingly.

The OECD is an equal opportunity employer and encourages all qualified candidates to apply.