

Job

Title: Senior Policy Analyst

[Salary Information](#)

Reference:

002470

Grade:

A4

Please apply before
midnight, Paris time, on: 06/01/2008

We are an equal opportunity employer and we encourage all qualified candidates to apply.

The OECD is a unique forum where the governments of 30 market democracies work together to address the economic, social and governance challenges of the globalising world economy, as well as to exploit its opportunities.

PROJECT POST – FIXED APPOINTMENT FOR ONE YEAR AS FROM 1st FEBRUARY 2008 (POSSIBLE RENEWAL)

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a senior policy analyst who will be able to take responsibility for the work on sustainable manufacturing, including analysis of how innovation can help address environmental challenges. S/he will work under the direction of the Head of the Structural Policy Division in the Directorate for Science, Technology and Industry (STI/SPD).

Job Duties:

1. Policy analysis

- Conduct policy analysis on issues related to sustainable manufacturing, including the development of internationally comparable indicators. Help develop a toolkit to assist companies in building their own sustainable production initiatives.
- Draft analytical reports and present their results in a policy-relevant way to the Committee on Industry, Innovation and Entrepreneurship (CIIE) and other relevant committees and working

parties.

- Help build an analytical framework that can be applied to understand sustainable manufacturing issues. This framework will serve as the basis for more detailed sector-specific work. Foster and participate in the extension and improvement of the OECD analytical and methodological work.
- Survey the state of current knowledge in the field of sustainable manufacturing to identify current gaps, including in the availability of indicators. Help design specific surveys to identify relevant country-level and industry-level initiatives.
- Help scope further work on issues related to how innovation can help address global environmental challenges, with the medium-term aim of developing an “eco-innovation” roadmap. Identify emerging policy issues in this area and their corresponding analytical needs.

2. Organisation, communications and liaison

- Liaise with policy officials of member and non-member economies, as well as with other international organisations. Liaise with colleagues in STI and other OECD Directorates involved in the work on sustainable manufacturing, notably the Environment Directorate.
- Supervise the work of a small team of analysts, statisticians and consultants. Participate as required in the recruitment and evaluation of these staff members.
- Contribute to the dissemination of results of the project on sustainable manufacturing by participating in workshops and conferences, preparing summaries and press releases, and enhancing the visibility and impact of CIIE work.

Qualifications: education, experience, communication and languages

1. Education and experience

- Advanced university degree in economics or related field and relevant experience in applied policy analysis in the area of sustainable manufacturing. Knowledge of innovation policy issues and how innovation can support the achievement of environmental goals.

- Experience with team projects that bridge various approaches and disciplines. Good communication, interpersonal and management skills and ability to maintain harmonious working relations at all levels in a multicultural environment and across organisational boundaries. Ability to organise meetings, lead discussions and foster consensus.
- Eight to ten years' experience in the area of innovation and sustainable manufacturing, preferably acquired in a policy environment or a research institution.

2. Key competencies

- Proven ability to organise and manage projects within strict deadlines and with minimum of supervision; to work with a team and motivate staff.
- Demonstrated ability to draft policy relevant reports of high quality.

3. Communication and OECD official languages

- Good communication and interpersonal skills, including the ability to maintain harmonious working relations at all levels in a multicultural environment.
- Demonstrated ability to liaise with high-level officials from member and non-member economies, as well as with other international organisations, notably in the context of information collection, and preparation of meetings. Ability to represent the OECD at high-level meetings and present OECD work.
- Excellent knowledge of one of the two official languages of the Organisation (English and French) and working knowledge of the other.

NB. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in that case, the duties and responsibilities assigned to the post will be adjusted accordingly.