

Vacancy announcement

The Danish OECD Delegation in Paris is looking for an academic employee



Job:	Academic employee, local employment
Employment status:	Permanent contract (CDI). 37 hours a week. Salary based on individual qualifications and experience.
Expected commencement date:	1 September 2023 or soonest thereafter
Workplace:	The Danish OECD Delegation in Paris, 77 avenue Marceau, 75116 Paris
Application deadline:	28 June 2023

The Danish OECD Delegation in Paris is looking for an academic employee

The Danish OECD Delegation in Paris seeks one academic employee per 1 September 2023. We are looking for a dynamic and professionally strong academic staff member who can represent Danish interests in the OECD within a wide range of economic policy areas.

Main tasks and responsibilities as academic employee

- Coordination and cooperation with a wide range of public authorities, organizations, private actors in Denmark, the OECD Secretariat, other member states' delegations, etc.
- Preparation of the Ambassador's participation in the OECD Council, including preparation of material, obtaining instructions from the Ministry of Foreign Affairs, coordination with relevant ministries and other member country delegations, participation in Council meetings, minutes taking
- Danish representative in the OECD's External Relations Committee (ERC) with responsibility for meeting preparation, negotiation, coordination with relevant authorities, minute taking
- Preparation and execution of ministerial and delegation visits from Denmark
- Analytical reporting on relevant OECD reports and analysis to Danish authorities
- Communication, press handling and social media

Desired qualifications

We are looking for a colleague who has:

- Academic background in social sciences, economics or equivalent - and can work independently
- Experience with political advocacy and international issues, preferably from working with or in international organizations or the Danish central administration
- Strong written and oral communication skills in both Danish and English
- Strong analytical and interpersonal skills, strong intercultural competences, and strive for personal as well as professional development
- Overview and ability to handle pressured and complex situations

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We offer

- The opportunity to represent Denmark and Danish interests in one of the world's leading international organizations on a wide range of economic, social and political issues
- The opportunity to gain insight into and experience with diplomacy from a Danish multilateral representation dealing with some of today's greatest global challenges
- An exciting and challenging working environment among a small team of Danish colleagues and colleagues from the 38 OECD member countries, OECD experts and a wide range of public and private partners.

Employment conditions

- The Danish OECD Delegation is located in Paris and shares a common administration and building with the Danish Embassy.
- We can offer an exciting and dynamic working environment with lots of speed and complexity, but also with a clear view for continuous prioritization of tasks.
- Working hours would be 37 hours per week.
- Employment conditions are following local terms.
- Salary in accordance with qualifications according to individual agreement.

Expected commencement date

1 September 2023.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to Line Møller Hansen at limoha@um.dk marked "OECD staff member" no later than 28 June 2023 at 12:00.

We will invite selected candidates for an interview immediately thereafter. Interviews will be conducted via web link if necessary.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact please contact Magnus Juhl (+33 6 32 63 76 55) or Anne Marie Tyndeskov Voetmann (+33 6 78 79 06 44).

Equality

The Ministry of Foreign Affairs wants to promote equality and diversity. Therefore, all qualified and interested, regardless of age, gender, religion and ethnicity are encouraged to apply for the position.

About us

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