

Internship

Local Employment, Skills and Social Innovation Division (LESI) OECD Centre for Entrepreneurship, SMEs, Regions and Cities

Application deadline: 21 July 2023

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Centre for Entrepreneurship, SMEs, Regions and Cities \(CFE\)](#) provides comparative statistics, analysis and capacity building. It helps local and national actors work together to unleash the potential of entrepreneurs and small and medium-sized enterprises (SMEs), promote inclusive and sustainable regions and cities, boost local job creation, and implement sound tourism policies. It includes the Secretariats serving the Regional Development Policy Committee (RDPC) and its three Working Parties on Urban Policy, Rural Policy and Territorial Indicators, the Committee on SMEs and Entrepreneurship (CSMEE), the Tourism Committee and its Working Party on Tourism Statistics, and the Local Employment and Economic Development (LEED) Directing Committee. Within the CFE, the [Local Employment, Skills and Social Innovation Division \(LESI\)](#) advises governments on policies and programmes on a range of issues for the LEED Committee.

LESI is looking for a highly qualified and motivated student to support the [OECD Local Development Forum](#). Notably, the intern will support an international study on the **voluntary sector* and local development**, while also contributing to the work of the LEED programme more generally. The Intern will work closely with the Forum team, as well as the Forum's "practitioner-in-residence" in the following areas:

- **Building the international evidence base on voluntary sector and local development:** supporting the development of frameworks to compare the share of the voluntary sector, its activities, and policy frameworks across different national and local contexts (e.g. Japan, France, UK, Germany, Italy); preparing local case studies; and developing policy recommendations.
- **Connecting local development practitioners around the world:** supporting the substantive and logistical preparations of thematic webinars and other Forum activities; and strategic outreach to policymakers, practitioners and researchers in the field of voluntary sector.
- **Telling local development stories:** drafting briefs, case studies and other materials to get OECD research into the hands of practitioners and to share local success stories.
- **Getting the word out:** helping us take our communications to the next level supporting the preparation of different types of outputs, and supporting the development of websites, social media campaigns and other communication products.

* "Voluntary sector" refers to the realm of social activity undertaken non-governmental, not-for-profit organisations. It is often called the third sector, civic sector or not-for-profit sector. The areas of the voluntary sector activities covered are expected to range from welfare and health promotion to environmental conservation to migrant integration.

Who can apply?

Internships are open for students who:

- Are OECD member country nationals;

- Are enrolled in a full-time degree programme in a related field for the duration of the internship in a field or discipline related to the work of the OECD;
- Are available for a minimum period of one month, although this specific internship has an anticipated duration of four to six months;
- Have an excellent command of English and good drafting and communication skills; having knowledge of Japanese would be desirable;
- Possess solid analytic and project management skills; and
- Enjoy working in multicultural and international environment.

What do interns do?

Interns work on OECD projects jointly with a team of experienced analysts and managers, who are committed to ensure that the internship is a highly formative experience. The internship is not designed to advance interns' own research agenda while at the OECD. Examples of work entrusted to interns include:

- Participating in the preparation of studies and documents;
- Carrying out research and reviews of existing materials;
- Collecting, organising and analysing data;
- Contributing to the production of documents, working papers and publications resulting from the above activities, including drafting notes and preparing technical annexes;
- Participating in meetings and seminars;
- Liaising and building networks with officials in national and local administrations, researchers, other international organisations and member country Delegations;
- Contributing to the organisation of events, communication, planning and evaluation.

Contract duration, workplace and contribution to living expenses

The duration of the internship is typically for a period of four to six months (renewable up to twelve months) on a full-time basis (40 hours/week). A contribution to living expenses of around 1 000 euros per full month worked will be granted to interns by the OECD.

How can I apply?

- Please send an email with a motivation letter, indicating the period in which you could be available, as well as a CV to local.forum@oecd.org.
- Only shortlisted candidates will be contacted. The selected candidate will also need to submit their application via the [official OECD hiring portal](#).