

## OECD LEED Programme Internship Opportunities 2023

Volunteering sector and local development

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](mailto: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](#).

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

Application deadline: 11 August 2023

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The [Social Economy and Innovation Unit](#) under LESI is looking for a highly qualified and motivated student to support OECD's work on promoting social and solidarity economy ecosystems (SSE). Notably, the intern will support research on SSE, while also contributing to the work of the Unit more generally. The Intern will work closely with the social economy team in the following areas:

- **Conducting research to build an evidence base on the SSE:** supporting the quantitative and qualitative research on social and solidarity economy, including undertaking desk research and supporting the development of datasets on SSE topics.
- **Supporting empirical work and analysis for publications and other knowledge products:** reviewing documentation on a wide range of social economy/entrepreneurship topics, economic research and policy documents, and summarising empirical findings in a clear but methodologically rigorous way.
- **Helping coordination and communication efforts:** participating in relevant OECD meetings to write summaries and report back, supporting organisations of events, liaising with stakeholders to request and collect information as well as other related tasks that may arise.

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- Are available for a period of six months;
- Have an excellent command of English and good drafting and communication skills; having knowledge of French would be desirable;
- Possess solid analytic and project management skills; and
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## Local Employment and Skills unit

### Local Employment, Skills and Social Innovation Division (LESI)

### OECD Centre for Entrepreneurship, SMEs, Regions and Cities

The [OECD](#) is a global economic forum working with 38 member countries and more than 100 emerging and developing economies to make 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. The organisation 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.

OECD's [Centre for Entrepreneurship, SMEs, Regions and Cities \(CFE\)](#) is looking for one or more interns to join its [Local Employment and Skills unit](#). The unit's work focuses on the analysis of local labour markets and skills needs. It examines the role of megatrends, such as digitalisation, globalisation, and demographic change in local labour markets, to support the definition of policies and skills strategies that can foster economic development and quality job creation.

The intern(s) will support work on one or more of the following projects:

- **Strengthening the Governance of the Swedish Skills System:** The purpose of the project is to strengthen the multi-level skills governance system in Sweden by 1) mapping and analysing the existing skills governance system across levels of government in Sweden, 2) exploring European and international best practices in the field of skills governance, and 3) identifying recommendations for enhancing the skills governance system in Sweden.
- **Strengthening cross-border labour market integration of third-country nationals in the Greater Copenhagen Region:** The purpose of the project is to support labour market integration of third-country nationals in the Greater Copenhagen Region by 1) identifying administration and regulatory solutions to facilitate cross-border movement within the region and 2) identify ways to improve coordination of and information exchange on employment and skills policies in the cross-border region.
- **Developing public employment services for economically inactive people in Poland:** The purpose of the project is to support the implementation of new Polish legislation with respect to identifying, contacting and activating economically inactive persons through reviewing both the current Polish situation, as well as learning from international good practices.

The internship(s) is an opportunity to gain deep insights into topics of increasing importance in many EU and OECD countries – overcoming labour and skills shortages through strong multi-level skills systems, stronger labour market integration of third-country nationals or activating individuals that are currently not participating in the labour market. The intern would get hands-on experience with data gathering and analysis as well as the organisation of interviews and workshops with Swedish/Danish/Polish and possibly also international stakeholders.

The intern(s) will work under the supervision of a policy analyst/project manager and in close collaboration with other team members. The intern(s) are expected to contribute to the projects throughout the contract duration.

## Main Responsibilities

The selected candidate(s) will have the following responsibilities:

- Conduct desk-based research, literature reviews and qualitative analysis to gather and assess information on the labour market, skills and migration systems in with a particular focus on the regional/local level.
- Conduct desk-based research, literature reviews and qualitative analysis to identify international best practice examples of multi-level skills governance systems and/or crossborder labour market integration in Europe and beyond
- Draft short documents/case studies related to the project(s)
- Support the organisation and conduct of fact-finding interviews/workshops/other meetings with national and international stakeholders

- Conduct quantitative data analysis e.g. of key labour market indicators

## Ideal Candidate Profile

The internship is targeting a student who

- **Holds the nationality of an OECD member state**
- **Must be enrolled at a university for the entire duration of the internship**
- Is pursuing a Master's or PhD degree in political science, economics, social science, law, migration studies or a related field, ideally with a focus on the labour market and skills issues and/or migration in Europe/the OECD
- Has strong analytical and writing skills to support the analytical work and writing up of intermediary findings
- Is fluent in English (minimum C1);
- For the Swedish and cross-border projects, Swedish and/or Danish language skills are an asset; for the Polish project, Polish language skills are a strong asset.

## Internship Data and Location

- The start date of the internship(s) is flexible, but ideally, the intern(s) would start in October/November 2023 and work for a minimum of 3 months up to 12 months. Candidates that are only able to start from January 2024 will also be considered. Candidates should clearly indicate their availabilities/preferences when applying.
- The internship can be done fully remotely or on-site at the OECD Headquarters in Paris, France.
- Interns at the OECD do not receive a salary. However, the OECD grants a contribution to living expenses of EUR 1000 per calendar month worked.

## Application

Candidates interested in the positions for the Swedish and the cross-border project should send an email to Ms. Tilde Ussing ([Tilde.Ussing@oecd.org](mailto:Tilde.Ussing@oecd.org)). Candidates interested in the Polish project should send an email to Mr. Lars Ludolph ([Lars.Ludolph@oecd.org](mailto:Lars.Ludolph@oecd.org)). Applications should include a short motivation letter (maximum one page) explaining how their profile matches the needs of the outlined projects, their CV, a writing sample of their choice and an indication of their availability.