

AUSTRALIAN EMBASSY IN PARIS—OECD DELEGATION POLICY INTERNSHIP

The Australian Embassy Paris is looking for an intern to be part of its Delegation to the Organisation of Economic Co-operation and Development (OECD). The internship will start in March 2024 and can run for a duration of 3 to 6 months.

About the position and responsibilities

The intern will help advance Australia's interests with the OECD and its member states in coordination with other Australian Government agencies based in the Paris Delegation and in Canberra.

The intern will assist the team in providing policy, research and administrative support to the delegation. The intern will be mentored by the Deputy Head of Mission.

As part of Australia's OECD delegation, the intern will:

- Undertake research/analysis for the development of policy advice to support Australia's engagement at the OECD.
- Draft briefing points and other written material.
- Assist with the representation and advocacy of Australia's positions in meetings.
- Support the preparation for Council and other OECD meetings.
- Assist in coordinating arrangements for Ministers and other high-level visitors to the OECD.
- Other duties as required.

General Requirements

- Understanding of economic, political, social and cultural issues in foreign affairs and international development and understanding of the OECD's mission.
- Superior communication skills, including written and oral communication in English.
- A knack for analysis and critical thinking and an interest in policy research
- Capacity to plan and set priorities, and work with limited supervision.
- Judgement, flexibility, collegiality and responsiveness.
- Excellent level of English. Competence in French or a willingness to acquire it is a plus.

Internships in France must be managed under the auspices of an internship agreement (convention de stage) signed with a school/University.

Location

Paris - FRANCE

Stipend

1,000€ a month (before taxes) plus 50% public transport fees

Applications

Please send a **CV and one page pitch in English to recruitment.paris@dfat.gov.au** including:

- the dates when you would be available and if you are available full time.
- your qualifications and experience, referencing internship responsibilities and requirements
- confirmation that you have or can obtain a Convention de stage

Deadline: 22/10/2023