**Job description English – Internal**

Junior Consultant

The OECD Environment Directorate (ENV), in line with the strategic objectives of the Secretary‑General, provides relevant and timely information, analysis and advice to support governments in identifying and implementing the environmental policies needed to support a cleaner, more resource-efficient and low-carbon green growth path. The Directorate currently comprises approximately 120 staff members working across a broad range of issues such as: green growth, climate change, biodiversity, water, eco-innovation, resource productivity and waste, environmental policy tools and evaluation, safety of chemicals, biotechnology and nanomaterials, and linkages between environment and tax, agriculture, energy, transport, development assistance, trade and investment policies. For more information, please refer to <http://www.oecd.org/env/>.

The Climate, Biodiversity and Water (CBW) Division focuses on a range of important and inter-connected natural resource and climate change issues. Internally, the Division works closely with several other OECD Directorates and much of its policy analysis and advice is provided as input to OECD committee-based peer review. The Division also provides significant input and support to international efforts on climate (the UNFCCC), biodiversity (the CBD), water (the triennial World Water Forum) as well as providing inputs to G20 and G7 priorities.

The Division is looking for a Junior Consultant for its Climate Change Expert Group (CCXG) team to carry out climate policy analysis in the context of the international climate negotiations to implement the Paris Agreement. The primary role will be to research and co-draft policy-relevant thinkpieces, as well as to contribute to the organisation of the twice-yearly Global Forum on the Environment and Climate Change. The junior consultant will be managed by a policy analyst (A3).

**Main Responsibilities**

* Monitor the key substantive and political developments and positions involved in making the Paris Agreement provisions operational;
* Undertake focused research and analysis related to these issues and contribute to the drafting and production of a range of different types of outputs, both technical and non-technical, adapting style, content and length to the intended audience;
* Contribute to organising and preparing papers for the twice-yearly CCXG Global Forum on Environment and Climate Change (helping to develop an agenda, identify relevant speakers);
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* Help to the OECD to organise an effective presence at international climate meetings.

**Ideal Candidate Profile**

Academic Background

* A Masters in environmental economics, energy policy, climate policy, adaptation or another relevant topic.

Professional Background

* Sound knowledge of the topics under discussion in the international climate negotiations, particularly transparency and accounting.
* One year’s experience with drafting documents relevant to climate policy.
* The ability to identify, distil and communicate policy implications from research work for both specialists and non-specialists.
* International experience in research and analytical activities through studies, internships or professional activities would be an asset.

Languages

* This position requires fluency in English (the CCXG is an ad hoc committee, and works only in English). Knowledge of French and other languages is an asset.

Core Competencies

* For this role, the following competencies would be particularly important: Analytical thinking, Drafting skills; Diplomatic sensitivity.

Key skills

* Excellent communication skills, including the ability to convey complex analysis simply and clearly and in a style and tone appropriately tailored to the audience.
* Proven ability to draft well-structured, policy-oriented reports in English. Ability to make effective presentations.
* Ability to juggle multiple tasks and keep to deadlines.
* Good knowledge of climate-related issues in different countries

Contract Duration

* Initially a 6 month appointment, with renewal subject to performance and funding.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates [who are nationals of [OECD member countries](http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm)]\*, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

The OECD promotes an optimal use of resources in order to improve its efficiency and effectiveness. Staff members are encouraged to actively contribute to this goal.