CIVIL SOCIETY LIAISON ADVISOR
Grade A2/A3
Public Affairs Division, Public Affairs Communications Directorate

EXD/HRM/VAC(2001)101

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Civil Society Liaison Advisor to develop and monitor the OECD’s civil society activities in order to improve the effectiveness of the Organisation in this area. This person will work under the supervision of the Head of Public Affairs Division in the Public Affairs and Communications Directorate.

The job...

1. Develop and monitor the OECD’s co-operative activities with civil society with a view to enhancing the effectiveness of the Organisation’s public affairs and communications in this area.

2. Make an important contribution to the preparation of the OECD Forum, a multi-stakeholder dialogue which provides a key input into the OECD’s Ministerial Council Meeting, notably by identifying possibilities for enhancing the participation of civil society in the Forum.

3. Prepare material that conveys the OECD’s analysis and policy conclusions to non-specialist audiences and the general public, notably through the OECD Policy Briefs series.

4. Provide speechwriting and other public affairs support.

The person we are looking for should have...

1. An advanced university degree in economics, international relations or other relevant discipline.

2. A good knowledge of the civil society universe, and an aptitude and at least three years’ experience in establishing and strengthening contacts with civil society.

3. A good, broad knowledge of the OECD’s substantive work, and a strategic sense of the role of the OECD in the overall framework of international co-operation and domestic policy formulation. A good appreciation of rapid changes underway in the global economy, especially in the roles and relationships between government, business and civil society.
4. A capacity to identify opportunities to increase the visibility of the Organisation and its relevance to key actors and decision-makers.

5. Good interpersonal skills, including the ability to maintain harmonious working relations with staff at all levels in a multicultural environment.

6. High level of oral and written communications skills.

7. Very good knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other. Knowledge of other languages would be an advantage.

We are an equal opportunity employer and encourage applications from female candidates.


Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org