

# Internship at the OECD Mexico Centre for Latin America

The OECD Mexico Centre for Latin America is looking for one intern who will work close to the Head of the Centre (HOC) helping to deliver on the Centre's programme of work and in close coordination with the Public Affairs and Communications Directorate of the OECD.

This person will work under the supervision of the Head of the OECD Mexico Centre.

## **Tasks**

- Prepare background information, analysis and relevant statistics in Spanish & English to help the Head of the Centre with the preparation of documents, PPT presentations & speeches, targeted to specific audiences in Mexico and Latin America.
- Support the HOC and Managers in the organization of conferences and panels.
- Help support the missions of the SG, DSGs and OECD experts to Mexico & Latin America.
- Proof read & edit the Centre's notes, presentations & documents in English for HQs.
- Help the HoC to prepare reports in English to keep HQs constantly informed.

## **Definition and scope of the internship**

An internship is designed to bring highly qualified and motivated students with diverse backgrounds into the Organisation to work on projects linked to the Strategic Priorities of the Secretary-General and to support the corporate functions of the Organisation. Its main goal is to give successful candidates the opportunity to improve their analytical and technical skills in an international environment, under the supervision of experienced OECD Officials.

An internship in the Organisation is open to students enrolled at a fully accredited degree programme (Bachelor, Master, PhD) during the entire duration of their internship.

The duration of the internship in the OECD Mexico Centre is for a period between three and six months (renewable for another six months up to a total of twelve months), on a full-time basis (40 hours/week). The OECD encourages potential interns to stay for six months in order to gain the best possible insight into work at the OECD.

## **Who can apply?**

Internships are open for students who:

- Are enrolled in a full-time degree programme on economics, international relations, public policy, or other policy areas relevant to the work of the OECD, for the duration of the internship;
- Are available for a minimum internship duration of three months;
- Have an excellent command of Spanish and of one of the two official languages of the OECD (English and French) and working knowledge of, or willingness to learn the other. For this internship, excellent command of English is mandatory;
- Possess solid quantitative and IT skills;
- Demonstrate excellent drafting and communication skills;
- Are capable of working in multicultural and international team environment.

### **Are you interested?**

If you are an interested candidate, please send your CV and Cover letter (English version) to Emilio Carrillo (emilio.carrillo@oecd.org). Please note only short-listed candidates will be contacted.

### **Deadline**

Starting date for this internship is July 1st 2022, so please make sure we receive your application before COB May 13th, 2022. Applications received after this deadline will not be considered.