



## Consultant – OECD Local Development Forum

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The OECD [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.

The LESI Division is looking for a Consultant to support the [Local Development Forum](#) and work on local economic development for a nine-month period (January-September 2024). Inter alia, this includes supporting the substantive and logistic organisation of in-persona and virtual events for the Local Development Forum, developing content for the [PLACES web portal](#), and contributing to work on local economic development more generally. The Consultant will report to the Manager of the OECD Local Development Forum.

### **Main Responsibilities**

#### **Project and event management**

- Take a lead role in the substantive preparation of Forum events (annual in-person meeting, webinars, workshops), working with other LESI staff as appropriate including on logistics.
- Support the Forum Manager in the overall management and strategic development of the Forum
- Contribute to the development of dissemination and communication strategies.

#### **Research, analysis and drafting on topics related to local development**

- Carry out high quality desk research, organise and summarise complex material in a clear manner for specialist and non-specialist audiences on topics related to local economic development and economic and social dimensions of community transformation.
- Contribute to the drafting of chapters in reviews or thematic reports, policy briefs, case studies, literature reviews, seminar proceedings, mission reports, as well as inputs for working papers, local/country reviews, monographs, speeches or background briefings, and ensure their timely and quality delivery.

#### **Dissemination, liaison and outreach**

- Establish contacts and work in close collaboration with external stakeholders, such as representatives of national and local administrations, country delegations and academics to expand the Forum's strategic reach
- Collaborate effectively with other colleagues and contribute, as required, to horizontal and multidisciplinary projects and other outputs of the CFE and the OECD.



- Stay current of new research, exploratory work and policies of relevance to CFE work, emanating from governments, other international organisations, non-governmental organisations, academia, the social economy and the private sector more generally.

#### **Ideal Candidate Profile**

- An advanced university degree in economics, social sciences, public policy, business administration or a related field.
- At least two years of professional experience in the above fields acquired in a policy environment, academic/research institution, or international organisation. Experience with local economic and community development is an asset.
- Proven experience in research and analytical activities.
- Demonstrated experience organizing international events with attention to diplomatic, logistical and substantive details
- Excellent drafting skills, including the ability to organise complex material clearly and simply for specialised and non-specialised audiences.

**Duration:** 9 months (Jan-Sept. 2024)

**Starting salary** from 2160 EUR monthly depending on experience

**To apply:** Please send a cover letter and CV to [local.forum@oecd.org](mailto:local.forum@oecd.org) by 3 November. Note that applications will be reviewed on a rolling basis.