



Policy Intern at *Business at OECD* (BIAC) 6-month internship based in Paris, France

Who we are and what we do

Business at OECD (BIAC) is an international business group that is the official **voice of the private sector** in all aspects of OECD policymaking. We are a member-based organization bringing together leading national business and employer federations from OECD and partner countries and their corporate members into our work with governments.

Within our 30 policy groups, we do our work by organizing multiple meetings, publishing policy papers and communication deliverables, and hosting events for senior business and government representatives.

About the opportunity

We are recruiting a Policy Intern who can start September 2024 for a 6-month duration on a full or part-time basis with remuneration. The selected candidate will:

- Work on a broad policy portfolio, covering among others food and agriculture, health and SMEs (flexibility may be required to work on other emerging policy priorities).
- Analyze OECD and other documents to identify their relevance for a wide range of business sectors represented in our membership.
- Consolidate input from our global business network, draft policy papers, comments and messages.
- Assist in coordinating meetings of our membership and with OECD counterparts.
- Assist in high-level event organization and management.
- Participate in relevant OECD sessions and prepare reports.
- Contribute to communication activities as needed.

Who we are looking for

Eligibility

- Students currently enrolled in a Master's program, or in the final year of a Bachelor's program (Candidates will be required to provide a written agreement signed by their University).
- Academic background in international affairs, business studies, or a related field.

The ideal candidate

- Outstanding communication, writing skills, and background research skills.
- Strong team player capable of working in an intercultural environment.
- High motivation to work in a fast-paced business environment.
- Ability to learn fast, including technical and software skills.
- Excellent command of English.

A strong plus will be:

- Proficiency in graphic design and communications software (Adobe CS, including InDesign, Photoshop, and related software).
- Experience in a company and/or business organization.

How to apply

Please send your complete application (CV and a cover letter) to Rokas Morkunas (morkunas@biac.org)

- Motivation letter: please submit a brief motivation letter explaining what brought your interest to a business organization like ours.
- CV: please submit a short CV in English.

Please understand that only shortlisted candidates will be contacted for interviews and a written test.