

Business at OECD (BIAC)

Based in Paris, *Business at OECD* (BIAC) is the officially recognised business voice to the OECD, conveying business perspectives and expertise to policymakers on a broad range of global economic governance and policy issues. Our members are the leading business and employers' organisations in OECD countries. We also include business organisations in selected non-OECD member countries, as well as international sectoral business organisations.

Position Overview

We are seeking a motivated and detail-oriented Policy Intern, both full or part time, to support our expanding work in digital and innovation policy. The successful candidate will contribute to *Business at OECD's* engagement with the OECD on key issues such as artificial intelligence, data governance, digital security and safety, emerging technologies, the digital transformation of the economy, and broader innovation policy. Specifically, the future intern will also support the team in developing a **key publication on AI Adoption** and a **campaign on digital security**. The role will also involve cross-cutting collaboration with other policy committees within *Business at OECD* and alignment with international business priorities in the digital and innovation landscape.

Key Responsibilities

- **Policy Research & Analysis**
Conduct desk research on a wide range of topics related to digital transformation and innovation, including but not limited to: AI governance, data flows, digital security, platform regulation, connectivity, digital skills, and innovation ecosystems. Help draft policy briefs and contribute to position papers.
- **Member & Stakeholder Engagement**
Engage with member federations, private sector representatives, and OECD stakeholders to gather input, support coordination, and ensure effective communication of business positions.
- **Program & Event Support**
Assist in organizing and coordinating high-level meetings, workshops, and webinars for the *Business at OECD* Digital & Innovation Policy Committee and cross-committee dialogues.
- **Communications & Outreach**
Help develop outreach materials, slide decks, and summaries to communicate *Business at OECD's* views to internal and external audiences.
- **Cross-Committee Policy Coordination**
Collaborate with other policy areas (e.g., science & technology, employment, or trade) to ensure consistency and alignment across innovation-related topics.

Candidate Profile

- **Academic Background**
Currently enrolled in or recently graduated from a degree program in Public Policy, International Affairs, Law, Economics, Innovation Studies, or a related field.
- **Subject Knowledge**
Familiarity with international digital and innovation policy issues, including emerging technologies and regulatory trends, is a strong asset.
- **Analytical & Research Skills**
Ability to synthesize complex policy material into clear, concise insights. Attention to detail and critical thinking are essential.
- **Communication Skills**
Excellent written and verbal English. Experience writing briefs, memos, or summaries. French language skills are an advantage.
- **Organizational Abilities**
Strong planning, coordination, and multitasking skills, especially in event organization and deadline management.
- **Team Orientation**
Willingness to collaborate across teams and support joint efforts.

Internship Details

- **Duration:** Six-month fixed-term appointment (4 or 5 day per week possible)
- **Start Date:** September 2025
- **Location:** Paris, France – please note that candidates should be eligible to work in France
- **Application Deadline:** Please send your CV and a cover letter (in English) addressed to Maylis Berviller, Policy Manager, at berviller@biac.org by 29 June.