

Policy Intern

Business at OECD (BIAC)

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

Business at OECD is seeking a motivated and detail-oriented Policy Intern to join its team to work on issues related to corporate responsibility, labor and regulatory affairs. The successful candidate will support the *Business at OECD* Employment, Labor & Social Affairs, Governance & Regulatory Policy and Responsible Business Conduct teams and committees' leadership in their engagement with the OECD across policy issues including social and labor policy, regulatory affairs, anti-corruption, due diligence and coordination with other *Business at OECD's* Committees and relevant associated initiatives. The flexibility to work on other *Business at OECD's* workstreams will be needed.

Main Responsibilities

Program support

- Facilitate the organization of meetings and events for the *Business at OECD* Employment, Labor & Social Affairs, Governance & Regulatory Policy and Responsible Business Conduct Committees, ensuring they operate smoothly and meet their objectives.

Committee leadership support

- Draft briefs and meeting summaries for our committee leadership in coordination with and in support of our ongoing work program.

Desk research

- Conduct comprehensive desk research on topics related to corporate responsibility, labor and regulatory affairs and contribute to the drafting of *Business at OECD's* positions.

Member engagement

- Support the team in engaging with business federation members and private sector representatives, ensuring their needs and concerns are addressed effectively.

Communication materials

- Assist in the creation of communication materials to effectively convey *Business at OECD's* positions and initiatives to various stakeholders.

Research for other policy areas will be required as needed.

Required Skills and Qualifications

Academic Background

- Currently enrolled in or recently graduated with a Master's degree in Public Policy, International Relations, Law, or a related field. A *convention de stage* ("internship agreement") is required to fill this position.
- Familiarity with issues related to corporate responsibility, labor and regulatory affairs is a plus.

Research Skills

- Strong ability to conduct desk research and synthesize information into clear, concise reports.

Communication Skills

- Excellent written and verbal English communication skills, with the ability to create effective communication materials. Good knowledge of French is a plus.

Organizational Skills

- Strong organizational and multitasking skills, with the ability to assist in the organization of events.

Teamwork

- Ability to work effectively in a team, supporting other team members as needed.

Application Process

- Applicants should address their CV and cover letter in English to *Business at OECD's* Policy Managers Nathan Munch and Emma Brierley by e-mail to both munch@biac.org and brierley@biac.org by Thursday 19 June 2025.
- The first step of the interview process will be a written test. Shortlisted candidates will be then invited to an interview.
- The desired start date is early September.

Contract Duration

- Six-month fixed term appointment.