

The OECD Internship Programme

The OECD <u>Internship Programme</u> has been designed to bring highly qualified and motivated students with diverse backgrounds into the Organisation to work on projects linked to the <u>Strategic Orientations</u> of the Secretary-General. Successful candidates gain exposure to high-level policy-making and research, and have an unparalleled opportunity to improve their analytical skills in a truly international environment.

What do OECD interns do?

With over 450 interns passing through the doors of the Organisation each year, no one internship is the same! Broadly speaking, interns provide background research and analysis; thev organise evaluate and statistical information; they may assist with coordinating high-level event organisation and designing communication strategies. Some interns work on a specific project; others provide a valuable extra pair of hands on a variety of work across and beyond their team. Throughout, the focus is on building on their classroom learning and developing their professional competencies.

Can anyone intern at the OECD?

Yes, as long as they are **enrolled** as a **full-time student** in an accredited educational or research institution for the duration of their internship. Interns must speak **fluent English or French**, and can come from any country (i.e. not just OECD Members).

What do interns do afterwards?

After working at the OECD, most interns return to complete their studies or look for job opportunities elsewhere. Among the interns who wish to stay at the OECD, some are retained as consultants.

Timeline

Two cohorts of internship programme are organised each year:

WINTER ROUND		SUMMER ROUND	
September	Publication of the Partner and Direct internship vacancy*	February	Publication of the Partner and Direct internship vacancy*
October	Deadline for submitting applications	March	Deadline for submitting applications
November	Pre-screening by HRM and selection process by Directorates	April	Pre-screening by HRM and selection process by Directorates
January onwards	Interns' intake	June onwards	Interns' intake

Application process*

There are two ways for candidates to apply for an internship: through the Partner University programme or

through the Direct vacancy on the OECD careers website.



The OECD Internship Programme

Partner University Programme: The OECD

has a network of Partner universities. These universities are chosen based on a variety of criteria including the diversity of their student population, ranking in world academic tables, and financial support available for student internships. Students from these universities are first shortlisted in a run by competitive process university. The OECD Internships Office then passes their CVs (Taleo profile) to Directorates who hire interns on a rolling basis during the Summer and Winter periods.

The OECD and its Partner Universities have signed a Memorandum of Understanding (MOU): when students are offered an internship, the institution and the intern are requested to sign an "Internship Letter".

Direct vacancy on OECD Career website:

Candidates can apply for internships through the OECD careers website. The OECD Internship Office screens applications and takes the top 10-15% through to the talent pool from which Directorates hire. Each round attracts close to 2,000 candidates.

NB: candidates not shortlisted by Partner Universities can also apply through this process!

If selected, the institution and the intern are requested to sign a "Memorandum of Agreement (MOA)".



OECD Internship Office HRM.InternshipOffice@oecd.org

Selection process

Directorates recruit interns on an ad-hoc basis throughout the year. Candidates will most likely have a telephone interview to test their knowledge of the policy area and motivation for the internship. Some teams also ask candidates to complete a short written test. In case of a positive outcome, the Internship Office sends the student an offer letter to confirm the internship.

Duration

Internships must be at least one month and cannot exceed twelve months. Most internships last between four to six months, and interns must remain enrolled as students throughout.

Other important notes:

- Medical and social protection: It is the responsibility of interns to ensure that they are duly covered by social and medical insurance during the internship period.
- Financial arrangements: The OECD allocates a stipend of €702 per month to each intern. This may be supplemented by financing (scholarship, Erasmus+, etc.) from the intern's university.
- Visa: The OECD has a dedicated protocol office that helps interns get their visa. Contact details: bipd@oecd.org.
- The <u>OECD Internship Office</u> is responsible for all the administrative aspects of the internships' contracts. You can read our <u>FAQs</u> page online.