

# **THE ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT**

## **AND WASEDA UNIVERSITY**

### **TRAINEESHIP PROGRAMME FOR FULL-TIME POSTGRADUATE STUDENTS**

#### **Terms of Reference 2015**

The goal of this Traineeship Programme is to offer successful candidates an opportunity to improve their skills as well as the experience of working in an international organisation.

#### **Possible Directorates involved (non-exhaustive nor fixed list)**

- Economics Department
- Centre for Tax Policy and Administration
- Development Co-operation Directorate
- Environment Directorate
- Directorate for Science, Technology and Industry
- Directorate for Financial and Enterprise Affairs
- Directorate for Employment, Labour and Social Affairs
- Directorate for Education
- Statistics Directorate
- Directorate for Trade and Agriculture
- Public Governance and Territorial Development
- Executive Directorate (HR Dept, ITN Dept, Legal Dept, Budget and Finance)
- Public Affairs and Communication

#### **Examples of tasks**

- Participation in the preparation of studies and documents in areas of work of the Directorate concerned.
- Documental research and review of existing material.
- Gather, organise and evaluate statistical data.
- Prepare notes and participate in the drafting of reports.

#### **Qualifications: education, experience, communication and languages**

##### **1. Education and Experience**

- Candidates must possess an undergraduate degree and already be enrolled in a full-time graduate study programme - Master's or PhD in Economics or in an area of study relevant to the work of the OECD.
- International experience in research and analytical activities, through studies, internships or professional activities will be an asset.

## 2. Core competencies

- Strong quantitative and analytical skills demonstrated by academic success and, if applicable, professional achievement.
- Excellent drafting skills in English and/or French; proven ability to organise and to clearly summarise complex material.
- Genuine interest in the work of OECD in promoting international co-operation.
- Proven ability to work in a multicultural and team orientated environment.
- Demonstrated computer proficiency including advanced skills with MS Office applications.

## 3. Communication and OECD official languages

- Excellent communication skills and a high standard of professional competence.
- Excellent knowledge of one of the two official languages of the Organisation (English and French), including very good drafting ability in that language. Knowledge or willingness to learn the other. Knowledge of other languages would be an additional advantage.

### Duration

Two to six months – to be defined together with retained candidates, Directorates involved and HRM and Waseda University. However, for non Japanese students who receive scholarship from other organization for studying in Japan, their duration could be within two months (MEXT scholarship etc).

### Contact

OECD contact for pre-selected candidates:

Naoto SUGIURA (Mr.)  
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WASEDA University contact for initial selection:

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Internship Coordinator  
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