

## **Job description**

### **Consultant in the Emerging Markets Network (EMnet)**

The OECD Development Centre ([DEV](#)) is an institution where governments of OECD member and partner countries, private sector and civil society organisations informally discuss questions of common interest. Its Governing Board includes most of the OECD countries but also emerging economies. The Centre helps policy makers in OECD and partner countries find innovative solutions to the global challenges of development.

The Emerging Markets Network ([EMnet](#)) is an initiative that the OECD has developed towards the private sector. Hosted by DEV, the Network fosters dialogue and analysis on emerging economies and their impact on global economic, social and environmental issues. EMnet regularly organises meetings on doing business in emerging markets (Africa, Asia and Latin America), gathering top executives, senior policy makers and OECD experts.

The Centre is looking for a Consultant to contribute to the EMnet work programme. The Consultant will work under the direct supervision of the Network's Co-ordinator and under the general guidance of the Head of the Partnerships & Network Unit.

### **Main Responsibilities**

#### ***Analysis and drafting***

- In co-ordination with DEV regional Desks and other relevant OECD colleagues, draft the EMnet Policy Notes on doing business in emerging markets. These should include a first part summarising the regional economic and business outlook, and a second part highlighting the key findings and business insights from the EMnet meetings. The topics of the various Policy Notes will be related to doing business in Africa, Asia and Latin America.
- Under the supervision of the EMnet Co-ordinator, contribute to briefing notes for senior DEV management as well as draft talking points and briefing notes for requests from the Office of the Secretary-General.
- Provide support for the Network's presentations and marketing material, including updating the content of the EMnet website.

### ***Event Organisation***

- In compliance with the Network's annual Programme of Work, plan and organise the EMnet events, including meetings in Paris, events in the emerging markets, webinars, thematic Working Group meetings, workshops and other ad-hoc requests received from Network members and senior DEV management.
- Contribute to the identification of themes, scope and key speakers for the Network's quarterly meetings and draft event's agendas, background notes, briefings and summary records.
- Ensure liaison with speakers and participants ahead of meetings. Liaise with external consultants and partners to facilitate invitations.
- Ensure that both content and logistical aspects of the EMnet events have been anticipated. Liaise with the Unit's Assistants on logistical matters (e.g. room reservations, catering, materials printing, etc.).

### ***Network development and other duties***

- Provide support for regular interaction with the Network members, in particular providing timely information on upcoming EMnet events. Screen the OECD's latest relevant analyses and publications to ensure timely, targeted and customised information sharing with the Network's members;
- Support the EMnet Co-ordinator in identifying relevant companies and executives in target companies and in establishing contact, to attract new members and/or make the Network more visible.
- Identify relevant fora where the Network can be represented and make presentations, in view to attract new members and/or to disseminate some of its work. Support the organisation of, and occasionally participate in, relevant missions to attend business events, meet with members, prospects and partner institutions.
- Undertake other tasks as may be required.

## **Ideal Candidate Profile**

- A Master's degree in economics or business administration with a specialisation in international economics, finance or international business.
- A minimum of two years of professional experience in private sector development and/or economic policy, with an international organisation, national government, the private sector, leading strategy or economic consultancy firms.
- Good knowledge of economic policies and business sector evolution in developed and emerging economies.
- Good knowledge of and interest in development and emerging markets' issues.
- Experience working in an emerging economy would be an advantage.
- Proficiency in the use of standard software applications (Word, Excel, PowerPoint, etc)
- An excellent written and oral command of one of the two official languages of the OECD (English and French) and working knowledge of, or willingness to learn, the other.
- Knowledge of Spanish would be an additional advantage.

## **Salary Information**

Monthly net salary (before French income tax): 2,700 euros.

## **Timeline**

Deadline for applications: 28 June 2017

(please send CV and cover letter to [lorenzo.pavone@oecd.org](mailto:lorenzo.pavone@oecd.org))

Written test: 7 July 2017

Oral interview: 18 July 2017