

TEMPORARY STAFF
(Three months)

Junior consultant: OECD National Contact Points

The [Investment Division](#) promotes international investment for growth and sustainable development worldwide. A growing field of work in the Division is on Responsible Business Conduct (RBC) based on the [OECD Guidelines for Multinational Enterprises](#). The Guidelines are recommendations addressed by governments to multinational enterprises operating in or from adhering countries. They provide voluntary principles and standards for RBC in areas such as employment and industrial relations, human rights, environment, information disclosure, combating bribery, consumer interests, science and technology, competition, and taxation.

The RBC Unit provides the Secretariat for the Network of [National Contact Points \(NCPs\)](#). NCPs are offices established by governments that have adhered to the OECD Declaration on International Investment and Multinational Enterprises. NCPs have the mandate of furthering the effectiveness of the Guidelines by undertaking promotional activities and handling cases related to non-observance of the Guidelines ('specific instances'). All specific instances are recorded in a [database](#) maintained by the OECD. NCPs are required to provide an [annual report](#) on their activities, which forms part of the Annual Report to Council on the Guidelines for Multinational Enterprises.

The Investment Division is looking for a Junior consultant to join a dynamic team responsible for supporting NCPs in the realisation of their mandate. S/he will report to the Manager for National Contact Point Coordination.

TASKS

NCP REPORTING

- Contribute to the production of the Chapter on NCPs of the Annual Report on the Guidelines for Multinational Enterprises
- Carry out analysis of NCP reports related to institutional arrangements, promotion and specific instances and provide written inputs based on this analysis
- Produce summary tables relating to NCPs for the annual report

NCP NETWORK

- Update and organise content on the NCP network website
- Maintain the NCP calendar and NCP contact details
- Ensure links from the OECD site to NCP websites are up-to-date

SPECIFIC INSTANCES

- Prepare specific instance updates and database entries based on NCP inputs
- Produce specific instance summaries in collaboration with NCPs for the OECD database
- Maintain a list of cases with positive outcomes for easy access

NCP TOOLS

- Develop and improve tools to support the NCPs in their daily work including but not limited to:
 - NCP newsletter
 - NCP Manual publication
 - NCP flyers

RBC UNIT SUPPORT

- Prepare background papers related to NCPs as required for meetings of the Working Party on Responsible Business Conduct or the NCP Network
- Produce summary records of NCP-related sessions at WPRBC meetings and of NCP meetings
- Track news stories concerning National Contact Points in the press
- Support the drafting of briefing materials, talking points and summary records as required
- Attend regular RBC Unit team meetings

PROFILE

Academic Background

- Advanced university degree in law, economics or business or equivalent experience in the areas of responsible business conduct or business and human rights.
- Studies with a focus on policy or legal issues related to responsible business conduct, international human rights, integrity or supply chain due diligence or corporate governance, would be an advantage.

Professional Background

- Minimum of two years' relevant experience.
- Demonstrated skills in policy analysis of responsible business conduct.
- Demonstrated ability to draft well-structured, concise and easy-to read, policy-orientated reports.
- Demonstrated ability to organise and summarise and present material clearly for both specialised and non-specialised audiences using different written media.
- Awareness and understanding of the OECD Guidelines for Multinational Enterprises.

Languages

- Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level.

APPLICATIONS

The deadline for submissions is **Wednesday 10 January 2018**

Please submit a CV and covering letter to: Sama AL TAHER CUCCI Sama.ALTAHERCUCCI@oecd.org

Only shortlisted applicants will be contacted for an interview by telephone.