

Dear Partner University,

The OECD is pleased to inform you that the **Internship Programme (Winter 2023) is open for applications** and we invite you to carry out your internal pre-selection process.

The Internship Programme is designed to bring qualified and motivated students with diverse backgrounds into the OECD to work on specific projects related to the field of their studies. The vacancy is open on a rolling basis, so students can submit their application **at any time throughout the year**. This gives you flexibility to complete your internal pre-selection process, without having to respect a specific deadline.

The OECD invites you to identify up to **15 qualified candidates and share their names**, as these students will have higher chances of being selected for an internship at the OECD.

Process

1. Identify up to 15 qualified candidates enrolled at your University and provide us with their names and email addresses by filling out this [online form](#).
2. Share the [Partner Institution Vacancy](#) link with pre-selected students, asking them to submit their application.
3. Pre-selected students' profiles are shared across all OECD Directorates.
4. Based on students' availability and the hiring teams' needs, students may be contacted for an interview/written test by the hiring team.

Minimum requirements

- Students must be **enrolled** in a full-time degree programme **for the duration of the internship** in a field or discipline related to the work of the OECD.
- Candidates should be proficient in English and/or French.
- Candidates should be available for a minimum period of **one month on a full-time basis (40h per week)**. Kindly note that the duration of an internship is limited to six months with a possibility of one extension up to a maximum of twelve months.

Tips for your screening

- In order to increase the chances of your students being invited for interviews, we would appreciate if you could give priority to **Master's or PhD level students**.
- Moreover, some OECD hiring managers have expressed their interest in recruiting students who have academic or professional background in Computer Science, Human Resources, Communication and Graphic Design and Event Management. For these particular profiles, Bachelor's candidates could be a good fit as well.
- Candidates from diverse backgrounds are strongly encouraged to apply.

Important note

- Kindly inform pre-selected students not to apply to the OECD Internship Generic online vacancy. Their profile will be considered only through the Partner Institution Vacancy. However, students from your University who have not been pre-selected by you, are able to apply online to the Generic vacancy advertised on our website.
- OECD's Directorates have the possibility to on-board interns both remotely and in a hybrid form. The working modalities are agreed between the Directorate and the student, with the possibility to work on-site in line with the OECD's guidance.
- As in the past, we cannot guarantee that internships will be offered to students from your University.

We invite you to share the Internship brochure as well as the Internship video with students:



We look forward to receiving your students' applications and thank you for your cooperation.

Thank you and kind regards,
Sabrina Stefaner



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