

Vacancy announcement

The Danish OECD Delegation in Paris is looking for an academic employee



Job:	Academic employee, local employment
Employment status:	Permanent contract (CDI). 37 hours a week. Salary based on individual qualifications and experience.
Expected commencement date:	1st January 2026 or soonest thereafter
Workplace:	The Danish OECD Delegation in Paris, 77 avenue Marceau, 75116 Paris
Application deadline:	30 th November 2025

About the position

The Danish OECD Delegation in Paris is looking for a dynamic colleague with strong analytical skills to represent Danish interests in the OECD across a broad range of policy areas.

Main tasks and responsibilities as academic employee

- Coordinate and cooperate with a wide range of public authorities, organizations, private actors in Denmark, the OECD Secretariat, other member states' delegations, etc.
- Prepare for the Ambassador's participation in the OECD Council, including drafting of briefing materials, obtaining instructions from the Ministry of Foreign Affairs, coordinating with relevant Danish ministries and delegations of other OECD-members, attending Council meetings, and reporting outcomes.
- Represent Denmark in the OECD's External Relations Committee (ERC) including responsibility for briefings, negotiation, coordination with relevant authorities, and reporting.
- Prepare and carry out ministerial and delegation visits from Denmark.
- Produce analytical reports on relevant OECD reports and analysis to Danish authorities.
- Contribute to communication activities, including press handling and social media.
- Supervise an intern.

Desired qualifications

We are looking for a candidate who has:

- An academic background in social sciences, economics or a related field.
- Experience with political advocacy and international affairs, preferably from international organizations or the Danish central administration.
- Strong written and oral communication skills in both English and Danish or one of the other Scandinavian languages.
- Excellent analytical and interpersonal skills, including intercultural competence, and a commitment to both personal and professional development.
- The ability to work independently, maintain structure, overview, and manage multiple complex tasks.
- Knowledge of French is an advantage, but not a requirement.

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We offer

- The opportunity to represent Denmark and Danish interests in one of the world's leading international organizations on a wide range of economic, social and political issues.
- Insight into and experience with diplomacy through work at a Danish multilateral representation dealing with some of today's greatest global challenges.
- An exciting and challenging working environment in a small delegation, working closely with colleagues from the 38 OECD member countries, OECD experts, and a wide range of public and private partners.

Employment conditions

- The Danish OECD Delegation is located in Paris and shares a common administration and premises with the Danish Embassy.
- We offer dynamic working environment with a high level of activity, balanced by a strong continuous focus on task prioritization.
- Working hours are averaging 37 hours per week.
- Employment conditions follow local terms.
- Salary will be determined according to qualifications and experience.

Expected commencement date

1st January 2026 or soon thereafter.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations, and 2-3 references) in Danish or English to Michaela Rørdam Michelsen at pardel@um.dk marked "OECD Academic Employee" **no later than 30th November 2025**.

Selected candidates will be invited for an interview shortly after the application deadline. Interviews may be conducted online if necessary.

The chosen candidate must present a certificate of "No Criminal Record" and obtain security clearance from the Danish authorities before appointment.

Questions

For any questions regarding the position, please contact **Advisor Linette Knudsen** (+33 6 32 63 76 55) or **Chargée d'Affaires Anne Marie Tyndeskov Voetmann** (+33 6 78 79 06 44).

Equality

The Ministry of Foreign Affairs is committed to promoting equality and diversity. All qualified applicants, regardless of age, gender, religion, or ethnicity, are encouraged to apply.

About us

Read more at www.um.dk