

**How to complete your OECD job application
and be notified of new OECD job offers.**

HOW TO APPLY TO A JOB OFFER ON SMARTRECRUITERS, THE OECD'S RECRUITMENT PLATFORM?

1. Go to [SmartRecruiters](#), the OECD's recruitment platform, and select a job offer that interests you. Click on *I'm interested*.



Administrative assistant

2, rue André Pascal, Paris, France

Full-time

Grade: B3

Directorate: EXD

I'm interested

Refer a friend

SHARE THIS JOB



2. **Easy Apply**

The Easy Apply option allows you to upload a resume that will be parsed, and the application fields automatically populated. You can check the fields and modify them if necessary. You can also use your LinkedIn/Indeed profile to apply.

Easy Apply

Choose an option to autocomplete your application. You can still fill your profile manually.

Browse resume or just drop it here
(Optional)

Apply with Indeed

3. **Personal Information**

Indicate:

- Your first name
- Your last name
- Your email address (you need to confirm your email address in the corresponding field)
- Your place of residence (city and country)
- Your phone number

All fields marked with an asterisk (*) are required.

Personal information

Fields marked with * are required.



First name *

Email *

Place of residence *

Last name *

Confirm your email *

Phone number *

+33 6 12 34 56 78

4. Experience

At least one entry must be entered under the *Experience* section. Click on *Add*.

Indicate:

- Your job title
- The name of your company
- Your job description
- How long you have occupied this position (select the relevant dates; if this is your current job, tick the *I currently work here* box).

Click on *Save*. To add another experience, click on *Add*.

Experience *

+ Add



Fields marked with * are required.

Title *

Stage



Company

Office location

Description

From *

6/1/2022



To *

9/1/2022



☐ I currently work here

Cancel

Save


5. Education

At least one entry must be saved under the *Education* section. Indicate:

- The name of the institution
- The major
- The degree level
- The school location
- A description of your studies
- How long you studied there (select the relevant dates; if you are currently studying there, tick the *I currently attend* box).

Click on *Save*. To add another education entry, click on *Add*.

Education * + Add



Fields marked with * are required.

Institution *
University of Canberra ✓

Major Degree

School location

Description

From To

☐ I currently attend

Cancel Save

6. On the web

Website and social network details may be entered under this section.

On the web

LinkedIn <input type="text"/>	Facebook <input type="text"/>
Twitter <input type="text"/>	Website <input type="text"/>

7. Resume

A resume must be attached to the application. The attached resume will not populate the application fields automatically like the *Easy Apply* option (see 2.). Click on *Browse resume* to select a file from your computer or drag-and-drop it into the rectangle.

Resume *

Browse resume or just drop it here

8. Message to Hiring Manager

Cover letter details may be entered in this section.

Message to Hiring Manager

Let the company know about your interest working there

9. Click on *Next* to continue the application process.

Next

10. Preliminary questions

Answer the questions listed on this page by using the drop-down menus or filling the relevant text boxes.

Preliminary questions

Please choose your OECD primary nationality from the drop-down menu below. If you are not a national of a member country, please select Non-member.

Veuillez choisir votre nationalité principale au sein de l'OCDE dans le menu déroulant ci-dessous. Si vous n'êtes pas ressortissant d'un pays membre, veuillez sélectionner non membre. *

If you selected Non-member for the OECD primary nationality above, please choose your primary nationality from one of the drop-down menus below.

Si vous avez sélectionné Non membre pour la nationalité principale de l'OCDE ci-dessus, veuillez choisir votre nationalité principale dans l'un des menus déroulants ci-dessous.

A - L

M - Z

Please select your gender below:

Veuillez sélectionner votre sexe ci-dessous : *

11. Privacy policy

The [OECD Privacy Policy](#) must be accepted before the application can be submitted.

Please review the OECD [Privacy Policy](#).

☒ By checking this box, you will declare that you read and agree to the privacy policy of OECD. *

12. Once the application is complete, click on *Submit*.

Submit

13. A message confirming that your application has been sent will appear. You will also receive a confirmation email.



Application submitted!

14. To access your application, go to the confirmation email and click on *Access My Application*. There is no need to create an account.



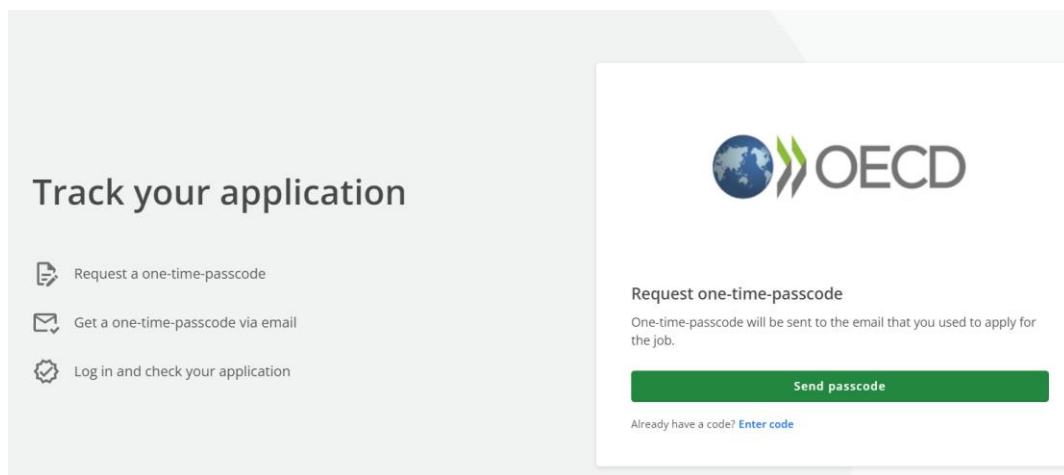
www.oecd.org/careers

Follow us on/ Suivez-nous sur:



Access My Application

15. Click on *Send Passcode*. The passcode will be sent to the email address used during the application process.



Resend code'."/>

✓ Your passcode has been sent. Please check your email and enter the passcode below.

Track your application

- Request a one-time-passcode
- Get a one-time-passcode via email
- Log in and check your application

Enter your one-time-passcode

Enter the 6-digit code that was sent to your email.

Login

The code expires 5 minutes after it has been sent. Didn't receive it? [Resend code](#)

16. Enter the code you have received. You will be able to log in and track all your past applications.

OECD Paris, France

Project Manager

OECD Paris, France

New In Review Interview Offered

Job Details

Company Description

THE OECD - Who we are, what we do

The Organisation for Economic Co-operation and Development (OECD) is an international organisation comprised of 38 member countries, whose mission is to build better policies for better lives. We promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work to establish evidence-based international standards, and finding solutions to a broad range of social, economic and environmental challenges, from the improvement of economic performance and creating jobs to fostering strong education and fighting international tax evasion. We

My applications

Show inactive applications

Statistician
Paris, France New

Project Manager
Paris, France In Review

Statistician
Paris, France Interview

Administrative assistant
2, rue André Pascal, Paris, France In Review

Administrative assistant
2, rue André Pascal, Paris, France In Review

17. If needed, you can delete your profile or withdraw your application.

Manage my data

I would like to...

Select an option ^

- Delete my profile
- Withdraw my application

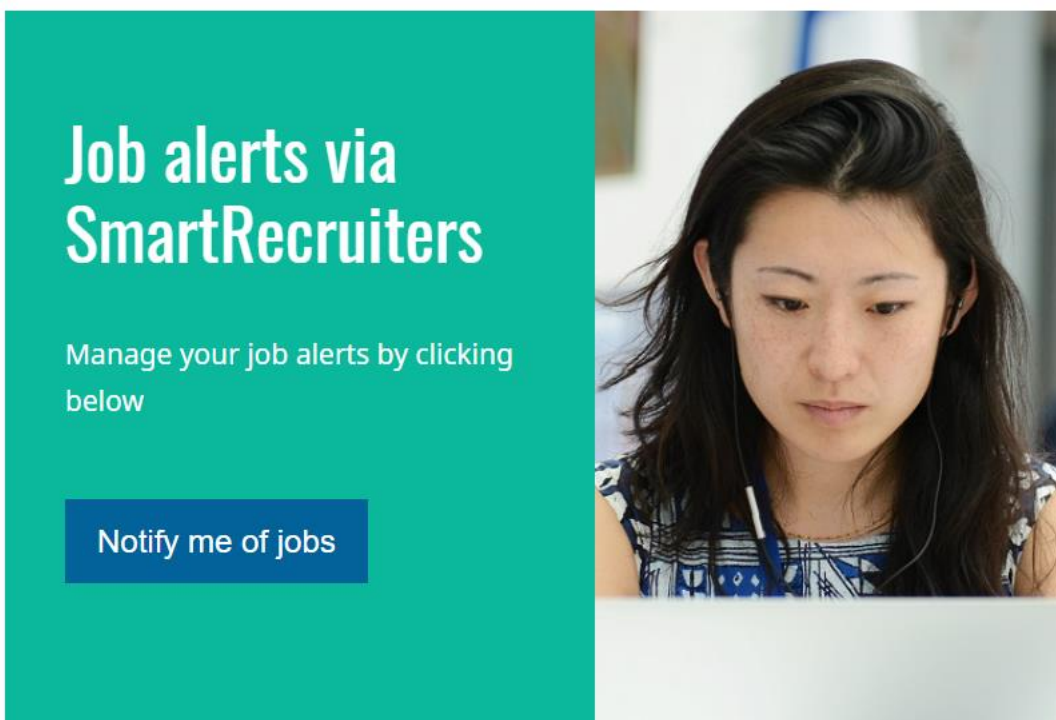
You can find more information in the [privacy policy](#) of OECD

HOW TO BE NOTIFIED OF NEW OECD JOB OFFERS?

1. Go to the [Apply section](#) of the OECD's Careers page.
2. Under *Apply to the OECD*, click on the + sign under *Job alerts via SmartRecruiters*.



3. Click on *Notify me of jobs*.



4. Fill out the fields. Indicate:

- Your first name
- Your last name
- Your email address
- The keyword for the type of position you are interested in (please note that if you are interested in different types of positions, you will have to create another job alert).
- Your place of residence (location)
- Your level of experience
- Your function
- Your type of employment

Create job alert

First Name

Last Name

Email Address

5. Once you have filled out all the fields, you must agree to receiving emails from SmartRecruiters. Please read our [OECD Privacy Policy](#).

Tick the *I'm not a robot* field to be able to create an alert.

- ☐ By checking this box, you agree to receive emails from SmartRecruiters about OECD jobs matching your criteria, according to OECD [Privacy Policy](#).

☐

I'm not a robot



reCAPTCHA
Privacy - Terms

6. Click on *Create Job Alert*.

Create Job Alert

7. A confirmation notification will appear, and you will receive a confirmation email.

Check your email

Success!

A confirmation email has been sent to
Please click on the confirmation link to subscribe to this job alert.

Close

8. In the confirmation email, click on *Click here to confirm your subscription*.

Dear

Thank you for subscribing to job alerts! Your job alert for OECD has been created.

[Click here to confirm your subscription](#)

Best regards,
The OECD Team

9. Once you confirm your subscription, you will receive notifications about jobs that fit your interests.

Subscription Confirmed

You will be e-mailed jobs that fit your interest as
soon as they are posted.