



## Internship Assignment

### Sustainable Development Mechanisms (SDM) Programme Strategy and Relationship Management

Announcement number	Duration of assignment	Duty Station
16/Intern013	2-6 months	Bonn, Germany

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

**The Sustainable Development Mechanisms (SDM)** programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

### Objectives of the internship assignment

This internship assignment is within the Strategy and Relationship Management unit, to become a member of a team that supports activities related to the visibility and recognition of climate action by non-state actors (businesses, local governments, civil society organizations etc.). This work is heavily dependent on outreach, communication promotional activities and analysis.

Under a wide programme of work to spur and recognize private sector action toward climate action and neutrality, the Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires broad-based action. The UNFCCC has several areas of work aimed at spurring and recognizing that action: Climate Neutral Now, including an online UN offsetting shop; action by non-state actors featured under the acclaimed NAZCA portal and via the popular Momentum for Change campaign, which spotlights and awards human touch success stories. Come and help us to be part of the Paris outcome, learn the latest on these important areas of work to ensure its success and lend your views.

Under the direct supervision of the Lead of Relationship Management team, the intern will work to on a variety of activities related to NAZCA and Climate Neutral Now.



### The particular functions are:

- Outreach and communication (telephone, email, meetings) with existing and new partners to promote Climate Neutral Now and NAZCA to grow and develop these with a view of generating new opportunities;
- Assist in explaining the Climate Neutral Now pledge, obtaining new signatories and ambassador's and getting updates from existing signatories;
- Build a network of partners (ambassadors, champions, data providers, collaboration partners etc.) that promote ambition and climate neutrality leading to new entrants;
- Liaise with different teams within the UNFCCC in particular the Communications programmes to develop success story content from new entrants for social media and other channels;
- Assist to develop and conceptualize communication materials such as brochures, websites, straplines, storyboards, short scripts, presentations, digital media (webcards etc.), micro-video, and messaging around new and existing commitments;
- Support the organization of communication events;
- Develop and update databases for control of partnerships.

### Outputs

- Communication and outreach efforts that result in catalysing lasting action.

### Timeframe

**The internship is for a period of minimum two to maximum six months**, within the period between **01 July 2016 and 30 November 2016**. The exact period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance.

### Minimum requirements

- **Education: Completed first level** university degree, and currently enrolled in a postgraduate degree in communication, marketing, economics, environmental science, engineering, public relations or related field.
- **Language skills:** Fluency in both written and verbal English is essential.
- **General requirements:**
  - Proficiency in MS Office (Word, Excel, PowerPoint) required
  - Strong outreach and communication skills (for outreach)
  - Strong analysis and research skills (for analysis)
  - Experience of reading technical documentation
  - Proficiency and interest in social and digital media
  - Attention to detail

### Internship conditions

**UNFCCC secretariat internships are not remunerated** and the selected intern will be responsible for all costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are



not considered to be staff members. The selected intern will work on a full-time basis (i.e. 40 hours per week) at the UNFCCC premises in Bonn, Germany.

### **Application procedure**

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to [internship@unfccc.int](mailto:internship@unfccc.int) with the subject line: “Application: Internship: Strategy and Relationship Management\_outreach” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.

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