



**United Nations**  
Framework Convention on  
Climate Change

## Internship Assignment

### Finance, Technology and Capacity-building (FTC) Programme Climate Technology Development and Transfer

Announcement number	Duration of assignment	Duty Station
16/Intern023/FTC	Three to six months	Bonn, Germany

**Do you want to experience what it is like to work for the United Nations Climate Change Secretariat?**

**Are you passionate about sustainable development?**

## 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 and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The UNFCCC Technology Sub-programme supports international cooperation on climate technology development and transfer. As part of its work, the sub-programme supports the UNFCCC Technology Mechanism. The Technology Mechanism has the objective of enhancing climate technology action and supporting developing countries to achieve low-carbon and climate resilient development.

To support knowledge sharing on climate technology, in 2016 the UNFCCC secretariat undertook a project to completely redesign its technology website [TT:CLEAR](#). As part of this, it developed the TT:CLEAR Project Pipeline, which displays over 600 technology action plans seeking support. These projects come from technology needs assessments which developing countries prepared. It also contains more than 200 success stories which developing countries implemented with the support of developed countries. The secretariat continues to work on the TT:CLEAR website and its Project Pipeline. The secretariat also encourages collaboration on climate technology initiatives by using social media such as Twitter and Facebook.

## Objective

The internship has the objective of enhancing the communication activities of the Technology Sub-programme. The intern will assist the secretariat to enhance the effectiveness of TT:CLEAR and its Project Pipeline. The intern will also implement the sub-programme's communication



and outreach activities, including through social media, and report on the impact of these activities. Furthermore, the intern will support a meeting of the Technology Executive Committee, the Technology Mechanism's policy body.

### The particular functions are:

- Identify ways to improve the design and content of the TT:CLEAR website, and implement agreed changes.
- Implement the sub-programme's communication and outreach activities, including through social media.
- Support a meeting of the Technology Executive Committee by taking notes of substantive discussions on innovation and research, development and demonstration.
- Support a meeting of the Technology Executive Committee by performing social media activities and monitoring social media activity during the meeting.
- Design and implement a 2017 survey on TT:CLEAR and prepare a report on the survey's outcomes.
- Upload documents to the Project Pipeline, including developing country technology action plans and developed country biennial update reports and national communications.
- Conduct an analysis of TT:CLEAR visitor statistics and write a summary report.
- Manage TT:CLEAR's content to ensure that it remains up-to-date and error free.
- Prepare a report on the social media statistics of the Technology Executive Committee meeting, analysing the impact of efforts undertaken.
- Assist the Technology Sub-programme in other tasks as they may arise.

### Timeframe

**The internship is for a period of three months** within the period 1 February to 1 November 2017. The exact three-month period will be determined based on the availability of the intern and the needs of the Technology Sub-programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance. The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

### Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a Master or Doctorate programme at a recognized university at the time of application and for the duration of the internship. Candidates must have a good working knowledge of English. Studies in the fields of communications, climate change, sustainable development, technology development and transfer, innovation, or economics are preferred. Knowledge of communications, social



media, graphic design, website design, online content management systems or basic computer programming is an asset.

### 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 (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the internships section on our recruitment webpage:

[https://unfccc.int/secretariat/internship\\_programme/items/2653.php](https://unfccc.int/secretariat/internship_programme/items/2653.php).

### 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, climate technology development and transfer.” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.