



## **Internship Assignment**

Adaptation Programme  
Impacts, Vulnerability and Risks sub-programme

Application deadline	Announcement number	Duration of assignment	Duty Station
10 February 2017	17/Intern001/Adaptation	Three to four months	Bonn, Germany

### **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 Adaptation Programme leads the work related to addressing the adverse effects of climate change and that relates to the science of climate change at the Climate Change Secretariat. The Impacts, Vulnerability and Risks (IVR) sub-programme consists of two work streams under the Adaptation Programme: the Nairobi work programme (NWP) and approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change (L&D).

The NWP focuses on providing knowledge and technical support to countries, particularly developing countries, to scale-up adaptation to climate change on the ground. This includes engaging stakeholders through partnerships and catalysing the development, synthesis and dissemination of information and knowledge to inform and support adaptation policies and practices at the regional, national and subnational levels through a diverse range of modalities. (Further details on the NWP can be found at: <http://www.unfccc.int/nwp>).

### **Objectives of the internship assignment**

The intern will work with the members of the IVR sub-programme and under the supervision of the lead officer for the NWP workstream.

### **The particular functions are:**

The intern is expected to contribute to the work under the NWP workstream. The intern will perform a range of activities related to knowledge management and technical support tasks, including but not limited to:

- Assist in the preparation of official documents and knowledge products under the NWP, including through providing support in the compilation and analysis of relevant



background material as input to the preparation of mandated documents and knowledge products, and undertaking quantitative analysis of data/information and assisting in producing graphics/inphographs as input to the documents and knowledge products;

- Assist in the preparation of the NWP newsletters and other communication products, including providing support in designing and producing invitations, flyers and banners, as well as conducting video interviews with experts and taking part in finalizing these interviews for publication and dissemination;
- Assist in the implementation of the Lima Adaptation Knowledge Initiative (LAKI), including providing support in the preparatory activities for the organization of the priority-setting workshops and relevant follow-up activities to these workshops;
- Maintain and improve relevant sections of the webpages on the NWP within the UNFCCC website;
- Participate in activities of the Adaptation Programme, including attending staff meetings, with a view to gaining understanding and insights into issues under other adaptation work streams, the workings of the UNFCCC and its organizational culture;
- Assist in activities requested by IVR sub-programme manager and Adaptation Programme director as needed.

## Timeframe

**The internship is for a period of three to four months** within the period 19 June 2017 and 30 June 2018. The exact period will be determined based on the availability of the intern and the needs of the sub-programme. There is the possibility of a two to three-month extension, subject to the intern's satisfactory performance and availability and on-going enrolment.

## Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. Candidates must be fluent in English (both oral and written); demonstrate analytical, writing and communication skills; have good knowledge and understanding in data collection and research; be able to work in a multi-cultural and multi-disciplinary environment. Studies in the fields of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change, are preferred. Skills in infographics, photography and videography, communications including social media are an advantage.

## 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



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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: NWP Adaptation Internship” and indication of their periods of availability and preferred internship duration in their cover letter. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: **10 February 2017**.