



Internship Assignment

Adaptation Programme
Cross-Cutting Support and Outreach Sub-programme

Application Deadline	Announcement number	Expected beginning	Duration of assignment	Duty Station
15 February 2017	17/Intern04/Adaptation/Communications	3 April 2017	Two to six 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 of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to the Adaptation Committee (AC), national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme, the Warsaw international mechanism for loss and damage, and research and systematic observation. The Adaptation Programme engages Parties and stakeholders including national, regional, multilateral and international organizations, the public and private sectors, civil society and other relevant stakeholders. The programme also addresses the process of reviewing the adequacy of the long-term global goal and the consideration of various matters related to science.

Through its Stakeholder engagement, knowledge management and outreach unit (SEKM) the CSO subprogramme focuses on adaptation-wide stakeholder engagement, crosscutting work, generic communication and outreach, and other relevant internal activities servicing the entire Adaptation programme. The Paris outcomes contained in decision 1/CP.21 requested the secretariat to undertake a number of new activities that fall under the responsibility of the CSO Subprogramme, including in relation to the operationalization of online platforms and communication tools during the upcoming year, as well as a number of outreach activities.

Objectives of the internship assignment

The intern will work with the CSO subprogramme and its team members, under the overall supervision of the sub-programme's manager and CSO team lead.



Particular functions:

The intern is expected to contribute to the work on coordinating the collaborative implementation of the Paris Agreement, especially in relation to external communications on adaptation. The intern is expected to perform a range of research, compilation and drafting-related tasks, including but not limited to:

- Undertaking background research of the latest news and developments in the area of climate change adaptation in and outside the negotiation process, and create and maintain data (findings) list;
- Supporting the work on external communications by disseminating information through the secretariat's and programme's communication channels;
- Supporting Adaptation programme's events from a communications perspective;
- Undertaking background research on the programme's communications channels in order to identify possible ways to enhance its use or propose new ones;
- Supporting the programme in their internal communications efforts by providing input to the secretariat-wide internal newsletter.

Timeframe

The internship is for a period of minimum three to maximum six months within the period 3 April to 30 September 2017. 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

Candidates must have completed an undergraduate degree and be enrolled in a Master's 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) and have strong writing and note-taking skills. Studies in the fields of economics, development studies, environmental sciences, international relations or other related fields with good understanding of climate change and its negotiating process are preferred.

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



Page 3

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.

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 with the subject line: "Application: Adaptation Communications." Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for applications: 15 February 2017.