



## Internship Assignment

Sustainable Development Mechanisms (SDM) Programme  
Programme Support & Coordination Sub-programme

Deadline for application	Announcement number	Duration of assignment	Duty Station
29 July 2016	16/Intern014	Four months	Bonn, Germany

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### 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

The intern will be working in the Information and Knowledge Management team, within the Sustainable Development Mechanisms (SDM) programme of the Climate Change Secretariat. Under the direct supervision of the Information Management Officer and working within a team of two professional librarians, he/she will assist in managing and organizing SDM's collection of physical and electronic information resources including: 3,200 official documents in the Catalogue of Decisions database, 805 GB of information (i.e. 900k files and 400k folders) on the shared network drive, and approximately 100 metres of archival material. The objective of this internship would be for the individual to gain experience in working with information, documents and records management in an international environment, while improving their knowledge and skills for managing electronic information across different network resources and platforms to ensure findability.

### The particular functions are:

- Assist in application and adjustment of the new Business Classification Scheme and File Plan against the following systems using the UNFCCC wide and SDM controlled vocabularies:



Shared Network Drive, SharePoint and Customer Relationship Management platforms; Catalogue of Decisions database.

- Conduct quality control of documents catalogued in the SharePoint collaboration platform sites: includes assigning keywords and applying a unique taxonomy.
- Suggest keywords and topics where necessary in our Catalogue of Decisions database: analyze search logs to determine frequency of use and recommend new keywords using search log analysis.
- Assists in developing training modules for an online e-learning module on Information, Knowledge and Records Management.
- Improve knowledge and skills for managing electronic information across different network resources and collaboration platforms to ensure findability for the client: this includes cataloguing and indexing, testing findability and retrieval of electronic documentation and ensuring clients (staff) are able to find what they're looking for.

## Outputs

- Apply unique indexing to documents for search and retrieval for stakeholders who use the Catalogue of Decisions database.
- Adjust SDM systems to adhere to the new Business Classification Scheme, ensuring records are filed according to a new classification.
- Refine the findability and searchability of internal documentation by ensuring all records uploaded in SharePoint have unique keywords, business activities and functions applied to them using the SDM Taxonomy.
- Assist in the development of training modules on records management (an online e-learning module).

## Timeframe

**The internship is for four months** (extension up to 6 months maximum), within the period between **01 September 2016 and 31 December 2016**. The exact four-month 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:** University degree or graduate degree in library science, information science, records management, information management, knowledge management or related field.
- **Language skills:** Fluency in both written and verbal English is essential
- **General requirements:**
  - Good organization and information management skills;
  - Good oral and written communications skills;
  - Good knowledge of SharePoint
  - Proficiency in MS Office (Word, Excel, PowerPoint) required.



## 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: Information and Knowledge Management” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 29 July 2016.

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