



Internship Assignment

Finance, Technology and Capacity-building (FTC) Programme
Technology Sub-programme

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| Deadline for application: | 12 February 2016 | Duration of assignment: | 3 months |
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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 UNFCCC secretariat's Technology Sub-programme supports international cooperation on climate technology development and transfer. As part of its work, the sub-programme supports the work of the UNFCCC's 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 information and knowledge sharing on climate technology, in 2013 the UNFCCC secretariat launched a completely redesigned online technology information platform called [TT:CLEAR](#). As part of this upgrade, in 2014 the secretariat launched the new TT:CLEAR [Technology Portal](#), an online database which houses all UNFCCC official documents related to climate technology. This includes over 70 technology needs assessment (TNA) reports and 600 TNA technology action plans and TNA project ideas. Work on TT:CLEAR and the Technology Portal is on-going. Through TT:CLEAR the secretariat also encourages collaboration on climate technology initiatives by using social media such as Twitter and Facebook.

Objectives of the internship assignment

The objective of the internship is to enhance the communication and outreach activities of the Technology Sub-programme through TT:CLEAR and social media. The intern will assist the secretariat to enhance the design of TT:CLEAR and its Technology Portal.

The particular functions are:

Implement communication and outreach activities of the sub-programme through social media and report on the impact of these activities. The intern will also support the 12th meeting of the Technology Executive Committee (TEC), the policy arm of the Technology Mechanism.

- Highlight and implement measures to enhance the functionality and user friendliness of TT:CLEAR
- Revise the outcomes of a 2015 TT:CLEAR survey and determine concrete improvements to TT:CLEAR to respond to stakeholder needs
- Design and implement a 2016 TT:CLEAR survey and prepare a report on the survey's outcomes
- Redesign and implement changes to two key TT:CLEAR pages to enhance their user-friendliness, including by incorporating web carousels
- Redesign and implement changes to secondary TNA and Technology for Finance webpages
- Upload further documents to the Technology Portal, as needed
- Conduct an analysis of TT:CLEAR visitor statistics and write a summary report



- Undertake general maintenance to TT:CLEAR to ensure that it remains up-to-date and error free
- Support the TEC's 12th meeting by performing social media activities and monitoring social media activity during the meeting
- Prepare a report on TEC 12 social media statistics, analysing the impact of efforts undertaken
- Assist the Technology Sub-programme in other tasks as they may arise.

Timeframe

The internship is for three months, within the period between **15 February 2016 and 1 October 2016**. 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.

Minimum requirements

- Candidates must be enrolled in a Master's or Doctorate programme at a recognized university for the duration of the internship.
- Studies in the fields of communications, climate change, technology development and transfer, low carbon and/or climate-resilient sustainable development, innovation, or economics are preferred.
- Knowledge of communications and outreach, social media, graphic design, online content management systems or basic computer programming is an asset.
- Candidates must have a good working knowledge of English.

Internship conditions

UNFCCC secretariat internships are not remunerated and the selected intern will be responsible for all costs during the internship. 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 the internship 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: 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. The closing date for the application is **12 February 2016**.
