



Internship Assignment

Adaptation Programme
Impacts, Vulnerability and Risks Sub-programme

Deadline for application	Announcement number	Duration of assignment	Duty Station
25 March 2016	16/Intern008/A	Three 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 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, under the Adaptation Programme, is responsible for work on 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 (loss and damage, <www.unfccc.int/6056>). Work on loss and damage supports the operationalization of the Warsaw International Mechanism on Loss and Damage associated with Climate Change Impacts, including through the implementation of the work plan of the Executive Committee of the Warsaw International Mechanism.

Objectives of the internship assignment

The intern is expected to contribute to the work under the L&D work stream and perform a range of activities related to knowledge management and general technical support tasks. The intern will work with the members of the IVR sub-programme and under the supervision of the lead officer for the loss and damage work stream.

The particular functions are:

- Provide inputs to knowledge management activities, including by carrying out web-based research and literature review on specific topics in order to support the preparation of mandated documents and information products;
- Maintain, update, and where needed, develop, databases with the information provided by relevant stakeholders in the context of implementation of the work plan of the Executive Committee of the Warsaw International Mechanism;



- Maintain and improve relevant sections of the webpages on loss and damage within the UNFCCC website;
- Provide technical and logistical support in the meetings organized under the loss and damage work stream, such as taking notes and summarizing key points of discussions and decisions taken during meetings, updating and maintaining the meeting webpages, ensuring timely distribution of in-meeting documents, liaising with service providers as needed during meetings, as well as any other activities as required prior to, during and after meetings;
- Provide support in any other activities, as required by the sub-programme.

Timeframe

The internship is for three months (extension up to 6 months maximum), within the period between **01 April 2016 and 31 December 2016**. The exact three-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

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 skills and note-taking skills. Studies in the field of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change, 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 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 with the subject line: "Application: Internship: loss and damage" Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 25 March 2016.
