



Internship Assignment

Means of Implementation Division
Climate Finance Sub-division
Implementation Unit

Application deadline	Announcement number	Expected date	Duration of assignment
31 January 2024	24/Intern01/MOI-Climate Finance - Implementation	As soon as possible	Three to six months

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Means of Implementation Division supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of constituted bodies established under the UNFCCC.

Objectives of the internship assignment

The interns will assist the **Climate Finance Sub-division and its Implementation Unit** in supporting the Standing Committee on Finance (SCF) in implementing the guidance provided to the SCF by the Parties under the UNFCCC. This includes assisting the Unit to prepare for and organize periodic meetings of the SCF and the SCF Forum on the topic of accelerating climate action and resilience through gender-responsive finance. The interns will also assist the Unit on matters relating to the operating entities of the Financial Mechanism, namely the Green Climate Fund (GCF) and the Global Environment Facility (GEF), and on matters relating to the Adaptation Fund.

The particular functions are:

The interns will perform a range of activities to assist the work of the Climate Finance Sub-division and its Implementation Unit, including but not limited to:

- Assist in preparing for and organizing the SCF meetings and undertake related work between the meetings, including conducting research related to the workstreams of the SCF;
- Take notes of the discussions at SCF meetings and any other climate finance related meetings that may take place during the period of internship;



- Conduct research and draft literature reviews on the topic accelerating climate action and resilience through gender-responsive finance, as well as assist in the organizational preparation for the Forum;
- Assist in tasks relating to the operating entities of the Financial Mechanism;
- Assist with any tasks relating to media and communication, both within the secretariat and to external stakeholders, including by preparing input for articles on the outcomes of meetings and events;
- Perform any other tasks as needed.

Timeframe

The internship is for an initial period of three months within the period between January 2023 and April 2023. The exact period will be determined based on the availability of the intern and the needs of the Sub-division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

Minimum requirements

- Candidates must be enrolled in the last year of an undergraduate degree or 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 (oral and written) and demonstrate excellent writing and communication skills. Furthermore, candidates should have good knowledge and understanding in data collection and research and be able to work in a multi-cultural and multi-disciplinary environment. Skills in report writing, communications, event organizations and database management are an advantage.

Computer requirements

For a remote internship, candidates will require a **laptop or desktop PC** (with Windows 10 or newer) or **Mac** (with the latest MacOS update), as well as a **reliable, high-speed internet** connection. An Office 365 license will be provided by the UNFCCC to enable the candidate to access official emails, SharePoint, OneDrive and other office applications, such as Word and Excel.

Further computer requirements:

- An antivirus application which receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with Windows laptop or PC.

In addition, a **mobile phone** will be required to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

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 remotely on a full- or part-time basis (40 or 20 hours per week). For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).



Application procedure

Candidates who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#) **and include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.