



Internship Assignment

Means of Implementation Division
Capacity-building subdivision

Application deadline	Announcement number	Duration of assignment
14 December 2022	22/Intern3/MOI-Capacity building portal	Five 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 (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The internship post is located in the Capacity-building sub-division, which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB), and other capacity-building projects.. The internship can be remote or in-person.

Objectives of the internship assignment and responsibilities

The intern will provide support to the knowledge and information management of the Capacity-building portal and the internal database on Capacity building.

The intern will perform a range of activities to support the enhancement of the Capacity-building portal, including:

- Maintain and update contents of the capacity-building portal
 - Collect and store data and information from various sources as input for the portal
 - Support content of internal database and its alignment with the portal
 - Update the calendar for capacity-building events.
- Assist with improving the usability and structure of the capacity-building webpages
- Explore possible tools and systems for enhancing the subprogramme's knowledge and information management
- Keep record of changes and developments to portal



- Other tasks as necessary, including event preparation and support, preparing and circulating meeting minutes.

Learning areas

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process and the landscape of capacity-building actors under and outside the Convention and the Paris Agreement. The intern will also be able to further develop their skills related to database and resource development, analytical thinking, drafting, meeting organization, and digital communications. Online training will be available during the internship to support the intern's career development.

Timeframe and location

The **internship** is for a period of five to six months, starting in January 2023. The exact period will be determined based on the availability of the intern. The selected intern can either work **remotely** with their own computer/internet access, or **in-person** in Bonn. Those applying to work remotely, should ideally be located in a time zone no more than +- 2hours from Central European Time.

Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. If on an undergraduate course, they should demonstrate substantial relevant experience and skill in the required areas;
- Candidates must be fluent in English (both oral and written) and have strong research, analytical and writing skills;
- Preference is given to candidates studying in the fields of **economics, development studies, environmental sciences, international relations, communications** or other related fields with good understanding of climate change.
- Candidates should have knowledge and experience in website editing/design. Experience with tools such as Drupal, SharePoint Online, SharePoint 2013 and with graphics programs such as Adobe Photoshop is an asset;
- Strong communication and social media skills 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 a Windows laptop or PC.

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

For an in-person internship, desk space and IT equipment would be available.

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 or in person on a full-time basis (40 hours per week). For more detailed information about the 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**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered.

Qualified candidates, regardless of their cultural background, nationality, gender, or sexual orientation, are encouraged to apply.

Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or video interview. Closing date for application: **14 December 2022**.