



Internship Assignment

Communications and Engagement Division Stakeholders Engagement Team

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
22 August 2025	25/Intern27/CE/Stakeholders Engagement	September, 2025	Two to six months	<i>On-site with flexibility</i>

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 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 issues of our time.

UN Climate Change's **Communications and Engagement** division serves multiple objectives, including communicating authoritative, relevant and timely information to governments, key stakeholders and the public regarding the secretariat's process and action on climate change, with an emphasis on building support among all stakeholders to facilitate increased climate action and ambition.

Objectives of the internship

Under a wide programme of work to spur and recognize private sector action toward climate action and neutrality, the Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires broad-based action.

The UNFCCC has several areas of work aimed at spurring and recognizing that action: the Marrakech Partnership for Global Climate Action framework for mobilizing transformational action; reporting and tracking climate action such as through the Global Climate Action Portal (GCAP) portal; sectoral engagement with the fashion, culture and sports sectors. The secretariat also facilitates the engagement of observer organizations that closely follow and provide inputs to the formal negotiation process to strengthen the support to Parties in the implementation of the Paris Agreement.

Under the direct supervision of the Stakeholders Engagement team member, this assignment is designed to provide the intern with an opportunity to gain experience in Global Climate Action, supporting activities related to the engagement, visibility, inclusivity, and recognition of climate action by all actors (national policy makers, businesses, investors, local governments, civil society organizations etc., through the following tasks:

- Provide support to the team in the organization of meetings and workshops aimed at facilitating the strengthening of relationship between party and NPS including through sharing of information, facilitating networking, etc, including preparations for COP 30 and CWs.



- Building on the existing network, support the engagement and recognition team overall engagement with existing key stakeholders in the thematic areas; including by ensuring efficient and regular communication with key partners and stakeholders.
- Support the organization and assessment of the stakeholder's intelligence by consolidating large datasets from multiple sources, performing quality control checks, seeking clarifications and adjusting the data to the required standards when necessary;
- Conduct research to obtain relevant background information and updates on climate action of non-Party stakeholders, especially to support the implementation of the Climate High-Level Champions' work programme for 2025 to mainstream equality and inclusion as guiding principles, as to ensure that the climate processes are equally representative and inclusive with focus on underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and youth.
- Support the organization of events, exhibits and workshops; Provide support to the engagement activities with various stakeholders, such as video conferences and meetings.
- Develop and update databases for stakeholder's engagement;
- Support activities relating to stakeholder engagement in the intergovernmental negotiation process;

In addition, during the period of the internship, the intern will be able to contribute to variety of activities for Global Climate Action and in support of the Climate High-Level Champions in the framework of the Marrakech Partnership.

Timeframe

The internship is for a period of two to six months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. **The selected candidate is expected to perform part of the assignment on-site at the UNFCCC premises in Bonn, Germany, or as a combination of both remote/on-site** (modalities and working hours to be mutually agreed). The intern might require a permit to perform the internship in Bonn. This could limit the time on-site and could entail carrying out part of the internship remotely. Thus, the selected candidate is expected to comply with the IT requirements mentioned below.

Minimum requirements

Applicants must, at the time of application and for the duration of the internship, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

Other Requirements:



- University studies shall be in the field of **environmental science, international law, international development, political science, economics, engineering, public relations** or a related field.
- Working knowledge of English (oral and written) is required.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to enable the interne to access official emails, SharePoint, OneDrive, and other necessary 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.

Internship conditions

UNFCCC secretariat internships are not remunerated, and the selected intern will be responsible for all costs associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will work onsite or/and remotely **on a full-time basis** (40 hours per week).

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

Application procedure

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.