



Internship Assignment

Means of Implementation Division
Capacity-building subdivision

Application deadline	Announcement number	Duration of assignment
3 March 2024	24Intern10/MOI-portal	Six months (remote or in-person)

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 mainly provide support to the knowledge and information management of the Capacity-building portal. However, depending on the skillset and interest of the candidate, the intern will also support other activities of the capacity-building team, such as the capacity-building negotiations, the work of the Paris Committee on Capacity-building (PCCB) under the stakeholder engagement and communications workstream and/or other initiatives of the Subdivision.

Such support will include the following tasks:

- Maintaining and updating contents of the capacity-building portal
 - Collecting and storing data and information from various sources as input for the portal
 - Assisting with the translation of entry pages content into other UN languages
- Improving the usability and structure of the capacity-building webpages
- Exploring possible tools and systems for enhancing the subprogramme's knowledge and information management



- Keeping record of changes and developments to portal
- Other tasks as necessary, including:
 - Support to the annual meeting of the PCCB, monthly conference calls, regional events,
 - Research for and preparation of technical documents
 - Taking notes, preparing official reports and writing meeting minutes for circulation
 - Support for digital means of communication and engagement, including email updates, social media posts, newsletters, surveys, and website management.
 - Developing visual outreach materials including brochures, flyers, podcasts, online postcards and videos

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 six months, starting in April 2024. 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 be located in a time zone no more than +/- 2 hours from Central European Time.

Minimum requirements

- Candidates should preferably have completed 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 must be enrolled in the last year of studies and 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. Knowledge of other UN languages would be an additional asset;
- 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 and Canva 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 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: **3 March 2024**.