



United Nations
Framework Convention on
Climate Change

**Internship Assignment
(two posts)**
Conference Affairs Division
Documents Management Unit

Application deadline	Announcement number	Duration of assignment
09 January 2023	22/Intern43/CA-Documents Management	Three to six months

Background

UNFCCC generates a large volume of different types of documents. The Conference Affairs Document Management unit processes and edits many of those documents, in addition to providing editorial assistance to document drafters. The unit would like to create products that facilitate the drafting and quality control of documents. We are looking for two persons who know the basics of deep learning and natural processing language (NLP), have a good knowledge of Python and can help to develop these products.

Objective of the remote internship and responsibilities

The internship assignment is with the Conference Affairs Document Management unit, which will provide support on matters relating to the internship goal and knowledge requirements. The Constituted Bodies and Data Services sub-division of the Mitigation division will provide support to the Documents Management unit on technical aspects related to machine learning and NLP, procedure development, and data and quality assurance services.

The objectives of this internship are:

- Participate in developing an NLP product and support in other assignments such as working with databases, generating dashboards, or assisting with reporting tasks.
- Process large amounts of text and use data augmentation techniques to prepare a dataset for training an NLP model.
- Contribute to selecting an NLP model and help to adapt it to the specific problem.
- Prepare reports and the documentation associated with the model.
- Preparation of presentations.
- Undertake additional related assignments as requested by the supervisor.

Learning areas during the internship

The successful candidate will develop a deep understanding of the UNFCCC data ecosystem, enhance their NLP skills through hands-on development and participate in the implementation of the developed products.

Timeframe

The internship is for a minimum period of four and maximum of six months. The exact period will be determined based on the availability of the intern and the needs of the involved divisions (Conference Affairs and Mitigation).

The selected interns will work **remotely** or **in-person in Bonn** on a full-time basis (**40 hours per week**).



Minimum requirements

- Education: candidates must be enrolled in a graduate school programme (second university degree or equivalent, or higher) or be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent).
- Language skills: fluency in written and verbal English is essential.
- Studies in the field of data sciences, mathematics, statistics, information technology, project management, public relations or a related field are desirable.
- General requirements:
 - Advanced knowledge of Python (e.g. Pandas, NumPy, SciPy, Scikit-learn, Matplotlib).
 - Good knowledge of deep learning frameworks such as TensorFlow and PyTorch.
 - Previous experience with deep learning, preferably with NLP projects.
 - Public repositories or contributions to software done through GitHub, GitLab or similar will be taken into account.
 - Experience in using database management systems (SQL) or data analysis/statistical software (Stata) is desirable.
 - Proficiency in MS Office products (Word, PowerPoint, etc.).
 - Experience in reading technical documentation.
 - Good communication skills; attention to detail.
 - For a hybrid internship, candidates will need a laptop or desktop PC (with Windows 10 or newer) or Mac (with the latest MacOS version), 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 for remote and hybrid internships:
 - A regularly updated antivirus application.
 - Latest version of a leading browser, with regular updates enabled.
 - For a Windows laptop or PC, regular Windows 10 updates enabled.
 - A mobile phone to enable multifactor authentication through SMS or the authenticator app.
 - Possibility of installing the software mentioned under general requirements.

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. 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.
