



**United Nations**  
Framework Convention on  
Climate Change

**In person Internship Assignment**  
Intergovernmental Support and Collective Progress Division  
Collective Progress Sub-division

Application deadline	Announcement number	Duration of assignment
9 March 2025	25/Intern04/ISCP-Collective Progress	Three to six months

### Background

The UN Climate Change Secretariat facilitates and supports the global response to climate change. The political process includes international negotiations related to the climate change multilateral agreements- the UNFCCC, its Kyoto Protocol and the Paris Agreement. Specifically, the secretariat supports designated negotiations, mandated events, outreach and engagements with stakeholders on related topics.

### About the Collective Progress Sub-Division

The Collective Progress sub-division of the Intergovernmental Support and Collective Progress Division provides support for negotiations, mandated events and other engagements to workstreams on the following:

1. **The global stocktake (GST):** A periodic assessment of collective progress made under the Paris Agreement and mechanism to course correct and get the world back on track.
2. **Periodic Review** of the long-term global temperature goal of the Convention and progress towards achieving it.
3. **Research and Systematic Observation (RSO):** A platform that enables science and research to inform climate negotiations and action.
4. **The Ocean:** Raising national climate ambition by strengthening ocean-based action.

*Who will you work with?* This position is located with the UNFCCC secretariat in Bonn, Germany, in the Collective Progress sub-division. The Intern will work with a team that supports the thematic areas above; with an opportunity to support at least two thematic areas during their internship period.

### Objective of the internship

Under the supervision of the responsible programme officer and overall guidance of the manager, the intern will deliver various meaningful tasks, providing extensive support to the thematic areas above and primary tasks include:

- **Support towards negotiations and technical engagements**
  - Assists in the preparations for negotiations including preparing background documents, speaking notes and other relevant materials;
  - Supports relevant in-session meetings and consultations to gain understanding of issues as well as administrative and logistical support;
  - Supports the drafting of outputs;
  - Assists and collaborated with colleagues to conduct research as required, identification and analysis of information from various sources as input to the respective thematic work;
- **Contribute towards the organization of relevant meetings and events:**
  - Assists in the organization and preparation for events, including agenda or concept note preparation, and pre-event consultations;
  - Supports with communication related to the events and liaising with participants;



Page 2

- Actively participates in events, virtual events and engagements, and gain understanding of issues;
- Assists in drafting event reports.
- **Support communication and knowledge management:**
  - Provides communication assistance to events and engagements through drafting of outreach materials and communication;
  - Maintains a database of relevant information;
  - Updating relevant web pages.
- **Other activities as needed.**

### Timeframe

The internship is for a minimum period of three months, with the possibility of an extension up to a maximum of six months within the period March 2025 to December 2025. **Applicants must be enrolled for this full period.** The exact period will be determined based on the availability of the intern and the needs of the division.

The selected intern will have to be able to:

- Work full time (40 hours/week)
- Work in a fully in-person basis in Bonn (Flexible working arrangements).

### Minimum requirements

- Candidates must be enrolled in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) or a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship.
- Studies in a topic related to environmental and earth sciences, climate change (such as natural, political or social science, sustainable development, international relations, or a related discipline) are an asset.
- Previous experience in either event management, **or** data analysis and synthesizing, either through work experience or studies, is desired.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills.
- Skills in science communications are an asset.
- Strong Office 365 skills (particularly excel) are also an asset.

### 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 in-person on a full-time basis (40 or 20 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. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or MS Teams interview.