



**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
15 December 2023	23/Intern57/ISCP	Initial three months with an additional three months possible

**Background**

The Paris Agreement preamble recognizes the need for an effective and progressive response to the urgent threat of climate change on the basis of the best available scientific knowledge. The Convention calls on Parties to promote and cooperate in **research, systematic observation** and the development of data archives, including through exchange of information; supporting and developing programmes, networks and organizations; and taking into account the needs and concerns, and building the capacity, of developing countries

This position is located with the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, and more specifically in the Collective Progress sub-division supporting **Research and Systematic Observation (RSO)**.

**Objective of the internship and responsibilities**

The intern will work with members of the Collective Progress sub-division and under the supervision of the programme officer responsible for the work on RSO. The intern is expected to contribute to the workstream on RSO, as well as any tasks related to IPCC and the post-GST1 implementation phase.

Primary tasks include:

- **Support to the RSO process**
  - Assists in the preparations for negotiations on matters relating to the RSO under the Subsidiary Body for Scientific and Technological Advice including preparing background documents, speaking notes and other relevant material.
  - Supports relevant in-session meetings and consultations to gain understanding of issues, keeping excel spreadsheets and logistics documents up to date.
  - Coordinates with the Collective Progress, ICT and communications teams to synthesize and analyze the Research Dialogue, and Earth Information Day submissions, including relevant data entries as needed.
  - Assists colleagues with the collection and storage of data and information from various sources as input to the RSO work, including from IPCC reports.
  - Supports content of the internal database and excel spreadsheets and their alignment with the RSO work.
  - Provides assistance and compiles notes for RSO reports out of COP 28.
  - Maintains the RSO webpages, including creating pages, updating and any other requirements.
- **Contribute towards the organization of relevant meetings and events:**
  - Assists in the preparations for events on the RSO, including liaison with participants, agenda preparation, note taking and report writing.



- Participates in relevant meetings and virtual events, with a view to gain understanding of issues and support coordinated action.
- **Support communication and outreach activities:**
  - Provides communication assistance to events and meetings through drafting pre-event outreach materials, taking notes during event, preparing post event communication material and updating relevant web pages.
- **Other related activities as needed.**

### Timeframe

The internship is for a minimum period of three-months, with the possibility of an additional 3-month extension up to a maximum of six months within the period February 2024 to December 2024. **Applicants will have to be registered as studying 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 Teams interview.