



United Nations
Framework Convention on
Climate Change

Internship Assignment

Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
10 January 2025	24/Intern48/CE ACE	As soon as possible to December 2025	Four to six months

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Communication and Engagement division ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

Action for Climate Empowerment (ACE) focuses on promoting climate education, training and public awareness, public participation and public access to information across societies, as well as international cooperation on these issues. It also focuses on empowering children and youth to support and lead climate action.

Objective of the internship and responsibilities

The intern will support the implementation of ACE, on matters related to climate education, training, public awareness, public participation, public access to information and international cooperation. The intern will also support activities related to children and youth. Assignments may include specific tasks in one or more of the following areas:

- Participate in regular meetings with the ACE team;
- Assist the ACE team in organizing and preparing ACE and children and youth events, including preparation of agendas, run-of-shows, nameplates, PowerPoint presentations and guidance or technical documents; scheduling of calls with potential partners, speakers, or collaborators; and preparation of minutes and summaries;
- Support the development of the programs and learning modules for workshops, training, or other events in 2025;
- Conduct research on ACE as well as children and youth-related issues;
- Assist the team in the maintenance of the ACE website and the preparation of the monthly ACE newsletter;
- Assist in communications and outreach activities, such as the preparation of flyers, news articles, and social media posts;
- Participate in meetings and exchanges with other organizations as appropriate;
- Assist in activities implemented in support of the Presidency Youth Climate Champion as required;
- Assist in other tasks being carried out by the Action Empowerment Unit as required.



Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a graduate programme of studies (Master or PhD) at recognized university at the time of application and for the duration of the internship;
- Candidates must be fluent in English (both oral and written) and hold strong writing and analytical skills;
- Candidates must have experience in developing and/or supporting training courses, international events or educational programs;
- Studies in the field of social sciences, environmental sciences and pedagogics are preferred;
- Prior exposure to another UN organization, Inter-governmental Organization and/or youth organization is an asset;
- Excellent computer literacy (Microsoft Office specifically Word, PowerPoint and MS Excel), strong analysis and research skills and attention to detail are required.

Timeframe

The internship is for a period of **minimum four to maximum six months** starting as soon as possible. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment¹ and performance. The internship is full time, interns are expected to be available 40 hours per week.

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.

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 can either work **remotely** with their own computer/internet access, **or in-person in Bonn**, Germany, on a full-time basis (40 hours per week).

¹ In line with the requirements set out above.



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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 virtual interview.