



Internship Assignment

Programmes Coordination
Just Transition Work Programme Support

Application deadline	Announcement number	Expected date	Duration of assignment
11 May 2025	25/Intern11/PC-Programmes Coordination	As soon as possible	Two 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.

This internship is in the **Programmes Coordination** division of the UN Climate Change in Bonn, Germany, which provides strategic direction and oversight to the work of the programmes departments, comprised of the four divisions (Adaptation, Means of Implementation, Mitigation, and Transparency). It ensures strategic, substantive, and administrative coherence and synergy in the delivery of their work programmes, including in relation to the established intergovernmental processes and constituted bodies.

The Programmes Coordination division is also responsible for the coordination of the secretariat's engagements with other UN agencies and other international organizations.

In addition, the division oversees the work related to the work programme on just transition (JTWP) pathways to achieving the goals of the Paris Agreement, established at the fifth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) in 2022.

Objective of the internship and responsibilities

The intern will be involved in various tasks within the Programmes Coordination division described above and will have the opportunity to gain experience in supporting a variety of substantive and operational tasks, from collaboration on analyzing, researching, and producing relevant documents and reports to supporting coordinating and organizing relevant events, data, and information management, as well as engagement activities.

Tasks

- Assist in the preparation of the Senior Director's outreach activities by providing research support and drafting of briefing material or reports as needed.
- Assist meetings, including the preparation of background information and taking notes.
- Assist in the coordination of cross-cutting issues across divisions.
- Assist in the intergovernmental process work on JTWP.
- Assist in the planning and organization of events and meetings.
- Assist in other activities as requested.



Minimum requirements

Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's program at a recognized university **at the time of application and for the duration of a possible internship**. The applicants must be fluent in English (both oral and written) and have strong writing skills. Knowledge of an additional UN language is an asset. Studies in the field of **environmental sciences, economics, law programs, public policy, public relations, political science/international relations, or related disciplines** are preferred.

Timeframe

The internship is for a period of two to six months in the year 2025. The exact period will be determined based on the availability of the intern, the needs of the division, and the ongoing university enrolment. The candidate is invited to indicate the preferred window of availability for the internship in the cover letter.

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 preferably work in person at the UNFCCC premises in Bonn, Germany 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 [online application system](#) **and include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for an online interview.