



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

Mitigation Division  
Constituted Bodies & Data Services,  
Constituted Bodies Support Unit

Application deadline	Announcement number	Expected start date	Duration of assignment
15 August 2024	24/Internship28/M/CBSU	As soon as possible	Three 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 Mitigation Division (MD)** supports Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating, and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

**The Constituted Bodies Support unit (CBSU)** provides effective support on matters relating to the proper governance of the constituted bodies of the mechanisms, ensuring well-coordinated services to the bodies and their supporting expert panels. It manages governance matters and processes that provide for the effective and transparent operation of all bodies (CDM Executive Board, Art 6.4 Supervisory Body) and their expert panels and working groups, including the efficient organization, documentation and conduct of these bodies' meetings.

## Objective of the internship and responsibilities

You will be part of the team providing support to the Director on matters relating to the proper governance of the Article 6.4 Mechanism (A6.4 M) and Clean Development Mechanism (CDM). This includes:

- **Supporting the process management of the meetings of the constituted bodies and its expert groups:** Support the team in designing and implementing the work programme for the constitutes bodies and their expert groups and support its monitoring and implementation. This also includes developing templates, tools and processes to improve the internal workflow of managing the constituted bodies and their expert groups.
- **Supporting the meetings of the constituted bodies and its expert groups:** Provide administrative and logistical support to the meetings of the constituted bodies and their expert groups and help organizing them. Support the team in coordinating input and assisting in the substantive preparation of the meetings.



### Timeframe

This **internship** can be done for a minimum period of three and maximum of six months. While we prefer an in-person intern, there is also the possibility to do it remotely. The exact period will be determined based on the availability of the intern and the needs of the unit.

### 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 the internship. Candidates **must be fluent in English** (knowledge of other UN languages is an advantage). Studies in the fields of **political science, economics, environmental studies, engineering, development studies**, or other related fields. A good understanding of climate change is an asset.

### Computer requirements

For the remote internship option, 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 will work remotely on a full-time basis (40 hours per week). 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 interview.