



Internship Assignment

Programmes Coordination
Just Transition Work Programme Support

Application deadline	Announcement number	Expected date	Duration of assignment
08 April 2024	24/Intern17/PC-Programmes Coordination	As soon as possible	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 located in the **Programmes Coordination** of the UN Climate Change in Bonn, Germany which provides strategic direction and oversight to the work of the Programmes department, comprised of the four programme 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 work programme on just transition (JTWP) pathways to achieving the goals of the Paris Agreement was established at the fifth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).

Objective of the internship and responsibilities

The intern will work with the Just Transitions Task Team to assist the Programmes Coordination unit and will support activities related to the Just Transition Work Programme (JTWP).

The intern will have the opportunity to gain experience in supporting a variety of substantive and operational tasks, from collaboration on analysing, researching and producing relevant documents and reports to supporting on coordinating and organizing relevant events, data and information management, as well as engagement activities.

Tasks

- Assist in the preparation briefing notes, analyses, documentation, and reports relevant to work on JTWP;
- Assist in meeting coordination, including the preparation of background information and taking notes;
- Assist in the planning and organization of events and the first and second dialogue under the JTWP;



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- Draft, edit, and proofread documents;
- Use electronic databases and spreadsheets for compiling information pertinent to JTWP activities;
- Assist in other related activities as requested.

Minimum requirements

Candidates **must be enrolled** in the last year of an undergraduate degree **or** in a Master's programme at a recognized university at the time of application. 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 programme, public policy, public relations or political science/international relations** or related disciplines at the time of application and for the duration of the internship is preferred.

Timeframe

The internship is for a period of two to six months of the year 2024. The exact period will be determined based on the availability of the intern, the needs of the programme, and the on-going university enrolment. The candidate is invited to indicate the preferred window of availability for the internship in the cover letter.

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 will preferably work in-person at the UNFCCC premises in Bonn, Germany on a full-time basis (40 hours per week) or alternatively 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 an online interview.