



United Nations
Framework Convention on
Climate Change

Internship Assignment

Mitigation Division
Constituted Bodies & Data Services,
Knowledge Management Unit

Application deadline	Announcement number	Expected start date	Duration of assignment
15 September 2023	23/Internship48/M/KM	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 Knowledge Management (KM) unit ensures optimal management of knowledge supporting Article 6.4 and the CDM by developing and supporting knowledge and classification systems, processes, taxonomies, repositories, and facilitating transparent information dissemination. The KM unit promotes collaboration among stakeholders, ensuring accessibility and engagement.

Objective of the internship and responsibilities

At the heart of our mission lies the pivotal role of supporting the information and knowledge management needs of the Article 6.4 mechanism and the CDM under the UNFCCC. Under the direct supervision of the Team Leader of the KM unit, and working closely with KM colleagues and other colleagues throughout the division, the intern will:

- **Dive Deep into Global Climate Initiatives:** Gain hands-on experience providing top-tier information and knowledge management services directly to the Article 6.4 mechanism Supervisory Body and the CDM Executive Board
- **Master the Art of Organization:** Help craft and maintain dynamic knowledge hubs like Web Pages, SharePoint Sites, Digital Libraries, and FAQ databases. Contribute to knowledge and classification systems, creating seamless processes, taxonomies, and digital repositories. Be part of a team ensuring that crucial data and insights are not just stored, but accessible and ready to make an impact
- **Be the Link of Transparent Information:** With us, you'll champion the cause of transparent information dissemination, ensuring every piece of knowledge finds its rightful place and purpose.
- **Collaborate and Innovate:** Our unit thrives on collaboration. We constantly engage with diverse internal and external stakeholders, promoting a culture of shared learning and collective growth.



- **Detail-Oriented? Perfect!** Play detective with the regulatory documents we manage. Ensure they're tagged right, filled with the keywords that matter, and that their meta data is on point.
- **Got a Curious Mind?** Delve into search logs, discover what's trending, and suggest new keywords to keep our content fresh and relevant.

More than just an internship

Join us in our quest, where every day is an opportunity to contribute to global climate initiatives while honing your skills in the dynamic world of knowledge management.

Timeframe

This **internship can be either remote or in-person** for a minimum period of three and maximum of six months. 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 **knowledge management, library and information science, environmental sciences, international relations**, 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.