



United Nations
Framework Convention on
Climate Change

Internship Assignment

Means of Implementation Division
Climate Finance Sub-division

Application deadline	Announcement number	Duration of assignment
5 February 2023	23/Intern02/MoI-Climate Finance	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 UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Means of Implementation Division supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of constituted bodies established under the UNFCCC.

Objectives of the internship assignment

The intern will assist the **Climate Finance Sub-division and its Policy & Analysis Unit** in providing support to the work of the Standing Committee on Finance (SCF) as well as the intergovernmental process, including on matters relating to reporting information on climate finance flows, the goal of doubling adaptation finance in the period 2019 to 2025, the goal articulated in Article 2, paragraph 1(c) of the Paris Agreement of making finance flows consistent with a pathway towards low-GHG emissions and climate-resilient development, and other relevant mandates. For these purposes, the intern will assist the Unit to compile and synthesize information on climate finance matters from various sources of information and support the organisation and implementation of workshops and technical expert meetings.

The particular functions are:

The intern will perform a range of activities to assist the work of the Climate Finance Sub-division and its Policy & Analysis Unit, including but not limited to:

- Assist with research and data analysis and synthesis relating to the work of the SCF in 2023. This primarily involves support in collecting, recording and analysing quantitative and qualitative numerical climate finance related data as well as information definitions of climate finance in use from national reports to UNFCCC (e.g nationally determined contributions, long-term low- GHG emissions development strategies, biennial reports, biennial update reports, national adaptation plans) and other relevant external reports and databases;



- Research and organizational support for the Sharm el-Sheikh dialogue on Article 2, paragraph 1(c), of the Paris Agreement and its complementarity with Article 9 of the Paris Agreement;
- Assist in preparing background notes for SCF meetings and other climate finance related meetings;
- Take notes of the discussions at SCF meetings and any other climate finance related meetings that may take place during the period of internship;
- Assist in conducting outreach activities in relation to its areas of work;
- Assist with any tasks relating to media and communication, both within the secretariat and to external stakeholders, including by preparing articles on the outcomes of meetings and events;
- Perform any other tasks as needed.

Timeframe

The internship is for an initial period of three months within the period between February 2023 and May 2023. The exact period will be determined based on the availability of the intern and the needs of the Sub-division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship.
- Candidates must be fluent in English (oral and written) and demonstrate excellent writing and communication skills. Furthermore, candidates should have good knowledge and understanding in data collection and research and be able to work in a multi-cultural and multi-disciplinary environment. Skills in report writing, communications, event organizations and database management are an advantage.
- Studies and/or relevant experience in the fields of **economics and finance, sustainable development and international relations or development with a focus on climate change and environment** are preferred.

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) and 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 that receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with a 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- or part-time basis (40 or 20 hours per week). For more detailed information about the UNFCCC Internship programme, please visit the internship section on our recruitment [webpage](#).

Application procedure

Candidates interested in this assignment and who 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 a telephone or Skype interview.