



Internship Assignment

Mitigation Division Coordination Implementation Sub-division Regional Collaboration Center for MENA and South Asia (Dubai, United Arab Emirates)

Application deadline	Announcement number	Expected start date	Duration of assignment
28 July 2025	25/Intern19/M/RCC MENA and South Asia	August, 2025	3 to 6 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 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 issues of our time.

Mitigation Division Coordination Implementation Sub-division. Regional Collaboration Center for MENA and South Asia (Dubai, United Arab Emirates)

Objectives of the internship

Under the direct supervision of the Regional Lead of the RCC MENA and SA, this assignment is designed to provide the intern with an opportunity to gain experience in supporting the work of the RCC MENA SA in facilitating the countries in the region in implementing the UNFCCC and its Paris Agreement, through the following tasks:

- Conduct desk research related to the context and needs of countries in the MENA and South Asia regions, in support of RCC MENA and SA workstreams.
- Assist in gathering intelligence and synthesizing insights in support for the different workstreams of RCC MENA and SA.
- Provide support in the organization of events, meetings, and stakeholder engagements led or supported by RCC MENA and SA.
- Contribute to the preparation of written outputs, including meeting notes, different materials, and communication products.
- Assist in preparation and implementation of communication and visibility activities, under the guidance of the Regional Lead of the RCC MENA and SA, including development of basic materials and supporting logistics.
- Support organization of internal and external events, such as workshops and webinars, by assisting with invitations, agendas, presentation, and other communication and visibility related tasks.
- Contribute to drafting short web stories, social media posts, and basic press content in Arabic and English, with editing support from senior staff.
- Support the creation of social media content that highlights RCC MENA and SA activities,



ensuring alignment with regional context.

- Support media coverage related to RCC MENA and SA work and compile simple summaries or reports for internal and/or external use.
- Assist in preparing communication and visibility materials (Newsletter, social media posts, events coverage, knowledge products...) and logistics for events relevant to the RCC MENA and SA mandate.
- Support the development of basic visibility materials, such as flyers, reports, and presentations, using templates and RCC MENA and SA guidelines.
- Assist in drafting short communication materials (e.g., summaries) in Arabic and/or English.

Timeframe

The internship is for a period of 3 to 6 months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment remotely complying with the IT requirements mentioned below. However, candidates should be available for an on-site internship in Dubai if circumstances permit

Minimum requirements

Applicants must, at the time of application, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

Other Requirements:

- University studies shall be in the field of International Affairs, Environmental science, Political sciences, Communications, or related.
- Working knowledge of English and Arabic (oral and written) is required.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to enable the interne to access official emails, SharePoint, OneDrive, and other necessary 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;



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- 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 associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will work **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

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.