



Internship Assignment

Executive Direction and Management (EDM) Programme
Office of the Deputy Executive Secretary

Announcement number	Duration of assignment
18/Intern40/EDM-Office of the Deputy Executive Secretary	Two 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.

Executive Direction and Management leads the secretariat in its response to the needs of Parties, ensuring overall coherence and providing strategic direction.

Objectives of the internship assignment

Provide support to the Executive Direction and Management programme in executive management operations and an ongoing organizational change and development project.

The particular functions are:

1. Provide support to executive management operations, including:
 - a. Assisting in the preparation and organization of senior management meetings and related follow-up;
 - b. Assisting in improving regular communication between senior management and staff, including in enhancing strategic focus of management communication and developing information products.
2. Provide support to the secretariat structure review project (an organizational change and development project), including:
 - a. Supporting the project plan and schedule to ensure effective monitoring of milestones and deliverables;
 - b. Compiling programmes and unit input to the review to enable analysis, assessment and recommendations;
 - c. Ensuring full staff participation through creative, effective and varying internal communications to staff on project;
 - d. Assist in capturing issues arising from the project which require consideration and decision-making by senior management, including for instance on issues of overall organizational design, linkage of such design issues to the secretariat strategic vision, issues related to planning organizational change resulting from the review process.



Timeframe

The internship is for a period of **minimum two to maximum six months**. The exact period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance. The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled 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). Studies in the field of public policy, organizational development, change management, business administration or related fields are desirable.

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 on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the [internships](#) section of our website.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line [recruitment system](#). Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.
