



United Nations
Framework Convention on
Climate Change

Remote Internship Assignment

Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
16 December 2021	21/Intern35/CE Gender climate change	As soon as possible to December 2022	Three to six months

Background

UN Climate Change supports all aspects of the intergovernmental process to address climate change, including the implementation of the Paris Agreement and all global climate action including substantive and organizational support to meetings of the Parties.

The gender team supports Parties with respect to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement,¹ and provides advice to secretariat management and staff on organisation issues related to gender equality and the empowerment of women.

At its twenty-fifth session the Conference of the Parties (COP) adopted the enhanced Lima work programme on gender (LWPG) and its gender action plan (GAP). More information on the LWPG and GAP can be found here: <https://unfccc.int/gender>

Objective of the internship and responsibilities

Interns will work closely with the Gender Affairs Officer to undertake tasks in connection with the ongoing activities and projects of the gender team. This often includes research as well as the writing of articles, background papers on different topics and collecting and analysing data related to gender and climate change at the national level. In determining the intern's assignments due consideration is given to the nature of the projects currently being undertaken in the Programme.

Assignments may include specific tasks in one or more of the following areas:

- Procedural or substantive issues relating to the implementation of the enhanced Lima work programme on gender and its gender action plan;
- Research and drafting background papers and tracking the integration of gender considerations in national climate policies, plans and actions;
- Research and preparation of official reports and technical papers, collecting, analysing and presenting data and other related information gathered from various sources as required;
- Tracking and reporting on how work under the Convention and within the secretariat contributes to achieving the SDGs on gender equality and the empowerment of women and girls;
- Capacity-building and training for the chairs and members of UNFCCC constituted bodies, as requested, and technical teams in the secretariat on how to integrate gender considerations into their respective areas of work;
- Awareness raising and advocacy efforts, including writing articles for internal and external publication and organizing events to observe relevant international days;

¹ Including decisions of the Conference of the Parties to the Convention (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).



- Content for communication and outreach activities on gender and climate change, including regular updates for the UNFCCC Gender and Climate Change webpages, social media updates and compiling relevant information for regular Newsroom articles.

Minimum requirements

- Candidates must be enrolled in the last year of an undergraduate degree or in a graduate programme of studies (Master or PhD) at a recognized university in fields such as **gender studies, human rights, law, international relations, social sciences, public policy** or related disciplines at the time of application and for the duration of the internship;
- Strong theoretical and practical knowledge of gender equality and women's empowerment issues, particularly in the context of climate change or sustainable development is highly desirable;
- Candidates must be fluent in English (both oral and written) and hold strong writing and analytical skills;
- Excellent computer literacy (Microsoft Office) and strong research skills are required.

Timeframe

The internship is for a period of minimum three to maximum six months within the period between as soon as possible to December 2022. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

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 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](#).



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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.