



Internship Assignment

Means of Implementation Division
Capacity-building subdivision

Application deadline	Announcement number	Duration of assignment
5 August 2024	24/Intern31/ MoI_PCCB Capacity-building Hub	Four to six months, ideally starting 1 September (remote or in-person)

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 (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The internship post is located in the Capacity-building sub-division which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB) and other capacity-building projects. The internship can be remote or in-person.

Objectives of the internship assignment

The objectives of the internship are twofold – to support various activities within the Capacity-building subdivision, and to enable the intern to develop skills and knowledge relevant to their studies and the work of the subdivision.

Responsibilities of the internship assignment

The activities of the Capacity-building subdivision for support include but are not limited to:

- The PCCB Network stakeholder engagement initiative (<https://unfccc.int/pccb-network>)
- The annual Capacity-building Hub (<https://unfccc.int/capacity-building-hub>)
- The Capacity-building Portal (<https://unfccc.int/cbportal>)

Support of these activities will involve such tasks as:

- Researching and drafting concept notes, newsletters, blog posts, surveys, and other relevant documents.
- Virtual and hybrid event organisation and logistics



- Developing and implementing visual outreach materials (brochures, flyers, videos, infographics)
- Maintaining and updating content for digital communication channels (webpages, social media)
- Exploring tools for enhancing knowledge and information management, and assisting with website design and usability improvements.
- Collecting quantitative and qualitative data for status reports and actionable recommendations.
- Note-taking and summary report writing.
- Other tasks as needed to support the various activities of the Capacity-building Subdivision.

Learning areas and project development

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process and the landscape of capacity-building actors under and outside the Convention and the Paris Agreement. The intern will also be able to further develop her/his skills related to network development, stakeholder engagement, analytical thinking, drafting, meeting organization, and digital communications. Online training will be available during the internship to support the intern's career development.

As part of this learning, the intern will be encouraged to realize a project relevant to the course of study and to the work of the Capacity-building subdivision, in partnership with her/his supervisor and relevant colleagues. Applicants are encouraged to give initial thought and expression to what form that project could take in their applications.

Timeframe

The **internship** is for a period of four to six months, starting in September 2024. The exact period will be determined based on the availability of the intern. The selected intern can either work **remotely** with their own computer/internet access, or **in-person** in Bonn. Those applying to work remotely, should be located in a time zone no more than +/- 2 hours from Central European Time.

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. If on an undergraduate course, they should demonstrate substantial relevant experience and skill in the required areas;
- Candidates must be fluent in English (both oral and written) and have strong research, analytical and writing skills. Knowledge of other UN languages is an asset.
- Preference is given to candidates studying in the fields of economics, development studies, environmental sciences, international relations, communications or other related fields with good understanding of climate change.
- Strong design, communication and social media skills are an advantage.



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.

For an in-person internship, desk space and IT equipment would be available.

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 or in person 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**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered.

Qualified candidates are encouraged to apply regardless of their cultural background, nationality, gender or sexual orientation.

Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or video interview.