



Internship Assignment

Human Resources Subdivision Protocol Team

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
25 June 2026	26/Intern24/HR Protocol	As soon as possible	Six months	<i>On-site</i>

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.

The position is located in the Human Resources sub-division, which is accountable for providing effective workforce planning, strategic talent acquisition and staff development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs. HR has a transversal function in the organization and its aim is to ensure that UNFCCC has the right quality of Human Resources with the appropriate skills and competencies in order to achieve its strategic and operational goals and to provide staff with a supportive, challenging and rewarding work environment in order for them to fulfil their potential and maximize their contribution to the organization

Objectives of the internship

Under the overall supervision of the Head of the Chief, Human Resources, and the direct supervision of the Protocol Focal Point, the intern will work with all members of the Human Resources unit who are involved in protocol tasks.

The intern is expected to assist in the overall process of the implementation of the Headquarters Agreement (HQA) related to the legal status of UN staff members in Bonn, Germany, including but not limited to:

- Update protocol files and make entries in database and filing.
- Support the internal communication and refurbishment of protocol page in Sia.
- Support the data analysis and reporting of protocol activities, such as fine-tuning of the protocol database etc. and contribute to continual improvement of efficiency and communication.
- Engage in other protocol-related tasks as needed.

In addition, upon completion of the internship, the intern will have been able to contribute to Revision of the UN Bonn Legal Handbook and the refurbishment of the protocol site in Sia.



Timeframe

The internship is for a period of six 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 selected candidate will be expected to perform the assignment onsite at the UNFCCC premises in Bonn, Germany.

For assignments with time on site: The intern might require a permit to perform the internship in Bonn. This could limit the time on-site to a maximum of 3 months in some cases and could entail carrying out part of the internship remotely. Thus, any selected candidate shall take this in consideration when applying. Also, they are expected to comply with the IT requirements mentioned below.

Requirements

- Applicants must, at the time of application and for the entire duration of the internship, 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.
- University studies shall be in the field of International Relations; External Relations; EU Law; Social Sciences or related.
- Fluency in English and German 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;
- 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 support **on a full-time basis** (40 hours per week).



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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.