



## Internship Assignment

### Legal Affairs Division

Application deadline	Announcement number	Expected date	Duration of assignment
13 August 2023	23/Intern39/LA	As soon as possible	six 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 environmental issues of our time.

This position is located in the Legal Affairs Division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC). The Legal Affairs Division provides legal and procedural advice and services to support (1) the intergovernmental negotiation process and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (2) the administration and operations of the UNFCCC secretariat.

### Objective of the internship and responsibilities

Under the supervision of the Legal Officer, Intergovernmental and Programme Support Subdivision, and in close collaboration with staff members of the Legal Affairs division, the selected candidate will perform the following tasks:

- Undertake basic or extensive review of legal documents, instruments, or other material; identifying important issues, similarities, and inconsistencies, etc.;
- Assist in the preparation of research studies and legal opinions, as well as perform extensive legal research and analysis on highly complex or novel legal issues/questions.
- Support the organization of capacity building activities, such as workshops, courses, and trainings.
- Assist in other tasks being carried out by the Legal Affairs division as required.

### Minimum requirements

- Candidates **must be enrolled** in the last year of an Undergraduate or in a Graduate or Master's programme at a recognized university in a **law programme at the time of application and for the duration of the internship**.
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Excellent skills in additional United Nations languages are an asset.
- Excellent computer literacy (Microsoft Office) is required.
- Demonstrated interest in climate change and sustainability is highly desirable.



### Timeframe

The internship is for a period of six months. 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 in Bonn from the offices of the UNFCCC secretariat on a full-time basis (40 hours per week), remote working arrangements could be considered. 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**. Due to the high number of applications, only candidates under serious consideration will be contacted for an interview.