



Internship Assignment

Adaptation Programme
Impacts, Vulnerability and Risks subprogramme

Application deadline	Announcement number	Duration of assignment
1 September 2019	19/Intern42/Adaptation-Communication and Outreach	Minimum of three months within the period 1 September 2019 and 30 December 2020

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 by 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 Adaptation Programme leads the work related to addressing the adverse effects of climate change and that relates to the science of climate change at the Climate Change Secretariat. The Impacts, Vulnerability and Risks (IVR) sub-programme consists of three work streams under the Adaptation Programme: the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage associated with Climate (L&D) and the Local Communities and Indigenous Peoples Platform (LCIPP).

The **NWP**, established at COP 11, is the first stakeholder engagement mechanism created under the Convention. With over 380 partner organizations, the NWP serves as a technical bridge between constituted bodies and non-Party stakeholders to share and disseminate knowledge and experience on all aspects of vulnerability and adaptation, and to generate partnerships to collaborate on adaptation. With the participation of partner organizations, government experts and adaptation practitioners, activities under the NWP aim to produce usable knowledge products and catalyse actions that respond to identified knowledge needs of Parties related to various thematic areas and subregions around the world. (Further details on the NWP can be found at: <http://www.unfccc.int/nwp>).

The COP established the **Executive Committee of the Warsaw International Mechanism (WIM Excom)** at COP19 to guide the implementation of the functions of the Warsaw International Mechanism. The Warsaw International Mechanism is the main vehicle under the UNFCCC process to avert, minimize and address loss and damage associated with impacts of climate change, including extreme events and slow onset events, in developing countries that are particularly vulnerable to the adverse impacts of climate change. Activities related to the **L&D workstream** focus on, among others, providing support to the Executive Committee of the Warsaw International Mechanism for Loss and Damage (Excom) and its thematic expert groups



in implementing their workplans to guide the implementation of the functions of the Mechanism, including enhancing knowledge and understanding of comprehensive climate-related risk management, strengthening coherence, coordination and synergies, as well as enhancing action and support. This includes engaging non-State actors and catalysing action through collaboration with the Excom on addressing loss and damage associated with climate change impacts. (Further details on the L&D can be found at: <http://www.unfccc.int/6056>).

Organizational setting and reporting

The intern will work with the NWP and L&D teams under the joint supervision of the lead officers for these two workstreams.

The particular functions are:

The intern is expected to contribute to the work under the NWP and L&D workstreams. The intern will perform a **range of activities related to communication and outreach**, including but not limited to:

- Assisting with all social media communication and outreach, which entails preparing new and updating existing written products such as featured articles, blog posts, Tweets, Facebook/ Instagram posts, to showcase climate action implemented under the NWP and L&D, as appropriate, and by its partner organizations, as needed; and assisting with targeted social media campaigns and preparing social media kits, including for specific groups of NWP partner organizations and L&D thematic expert groups;
- Assisting in preparing and designing e-newsletters, and other communication products, including providing support in designing and producing infographs, invitations, flyers, posters and banners;
- Providing support to the NWP Adaptation Knowledge Portal and L&D online tools such as the WIM roster of experts and Fiji Clearing House for Risk Transfer, including the development of new content, reviewing and repurposing existing materials, compiling and disseminating relevant knowledge products from NWP partners and other relevant organizations;
- Maintaining and improving relevant sections of the webpages of the two workstreams within the UNFCCC website;
- Assisting in the conduct of video interviews with experts and in the processing and finalization of these interviews;
- Contributing in the development of short, user-friendly video clips to explain issues related to climate change impacts, including extreme weather events and slow onset events, and associated economic and non-economic losses;
- Contributing towards the organization and delivery of the Adaptation Programme's activities, including actively participating in relevant meetings and events, to gain



understanding of issues under other adaptation work streams, the workings of the UNFCCC and its organizational culture;

- Assisting in activities requested by Adaptation Programme director and others as needed.

Timeframe

The internship is for three months or longer, within the period between 01 September 2019 and 30 December 2020. The exact period will be determined based on the availability of the intern and the exact tasks will be determined by any emerging mandates and needs of the two workstreams. There is the possibility of a two to three-month extension, subject to the intern's university enrolment and performance.

Minimum requirements

Candidates must be enrolled in the final academic year of a first university degree (minimum bachelor's degree or equivalent) or be enrolled in a Master's or PhD programme at a recognized university at the time of application and for the duration of the internship. Candidates in the field of **communication or journalism, design, public relations with a good understanding of climate change** with skills in infographics, photography and videography, communications including social media are preferred. Candidates must be fluent in English (both oral and written) and have strong writing and communication skills. The candidate should be able to work in a multi-cultural and multi-disciplinary environment.

Internship conditions

UNFCCC secretariat internships are not remunerated. 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 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 a telephone interview.