



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**  
Adaptation Division  
Response sub-division, LEG&NAP and WIM ExCom workstreams

Application deadline	Announcement number	Duration of assignment
31 July 2024	24/Intern27/Adaptation-Response subdivision	Three to six months

### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

This position (remote or in-person) is in the Response subdivision which consists of two units, the Least Developed Countries Expert Group (LEG) and national adaptation plans (NAP) Unit and the Loss and Damage Unit. The LEG and NAP Unit facilitates the work of the LEG and the overall support to countries on the formulation and implementation of NAPs, including the provision of technical guidance and support through various technical products, outreach and workshops. The Loss and Damage Unit supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) and its Executive Committee (ExCom) and five thematic expert groups.

### Objective of the internship and responsibilities

The intern will perform a range of activities related to knowledge management and general technical support tasks in either the LEG&NAP unit or the WIM ExCom unit, including but not limited to:

- Carry out web-based research and literature review on specific topics to support the preparation of knowledge products, mandated documents and outreaching/information material;
- Undertake research on thematic areas related to NAPs including and in alignment with the global goal on adaptation;
- Maintain, update, and where needed, develop, databases and other online material with the information provided by country teams and partner organizations in the context of the formulation and implementation of NAPs;
- Maintain, update, and, where needed, develop databases and other online material with the information provided by stakeholders in the context of the implementation of the workplan of the Executive Committee of the Warsaw International Mechanism and that of the plans of action of the thematic expert groups;
- Support the team in updating relevant webpages and support in developing communication materials on assigned topics;
- Participate in and assist any meetings and events organized under the respective workstream;
- Participate in activities of the Adaptation Division, including attending staff meetings, with a view to gaining understanding and insights into issues under other adaptation workstreams, the workings of the UNFCCC and its organizational culture;
- Assist in activities requested by Response subdivision manager and Adaptation Division director, as needed.

## Timeframe

The internship is for a minimum period of three and a maximum of six months within the period from August 2024 to July 2025. The exact period will be determined based on the intern's availability and the division's needs.

## Minimum requirements

- Candidates must be **enrolled** in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) **or** a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Knowledge of additional UN languages is an asset.
- Preference is given to candidates studying in the fields of **economics, development studies, environmental sciences, international relations**, or other related fields with good understanding of climate change and its negotiating process.
- Studies in topics related to climate change (such as ecology, environmental studies, political science, law, anthropology, economics, finance, sustainable development, international relations, or a related discipline) or communications are an asset.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multicultural and multi-disciplinary environment is an asset.
- Skills in infographics, photography and videography, and communications, including social media, are assets.

## 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) and 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 that 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 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 with their own computer, or in-person in Bonn, on a full- or part-time basis (40 or 20 hours per week). For more detailed information about the UNFCCC Internship programme, please visit the internship section on our recruitment [webpage](#).

## Application procedure

Candidates interested in this assignment and who meet the minimum requirements must use the [online 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 or Skype interview.