



Remote Internship Assignment

Mitigation Division

Regional Support and Stakeholder Interaction

Application deadline	Announcement number	Duration of assignment
30 November 2020	20/Intern36/M-RSS	Four 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.

The Mitigation division leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. Mitigation Division supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. Mitigation Division also supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

Objective of the remote internship and responsibilities

The internship assignment is with the Stakeholder and Regional Support and Stakeholder Interaction (RSSI) team in Mitigation Division. The team is divided into three sub-teams, out of which two sub-teams are responsible for:

- i) overall coordination of the Nairobi Framework Partnership (NFP), a partnership established in 2006 by UN Secretary General Kofi Annan, coordinated by UNFCCC, with participation of a range of UN organizations and other international organizations, to support developing countries in preparing and implementing their plans to address climate change, called Nationally Determined Contributions (NDCs) under the Paris Climate Change Agreement, including the coordination of the implementation of the Regional Climate Weeks (RCWs);
- ii) support to the Regional Collaboration Centers (RCC), which are partnerships with regional development banks and other institutions, designed to help under-represented regions increase their attractiveness and potential for CDM by building their capacity and reducing the risk for investors. These centres are intended to support the identification of CDM projects, provide assistance for the design of such projects, address issues identified by validators, and offer opportunities to reduce transaction costs. The Constituted Bodies and Data Services sub-division will provide effective support on matters relating to the proper governance of the constituted bodies of the mechanisms ensuring well-coordinated services to the bodies and their supporting panels. In addition to



supporting the meetings of the constituted bodies, the sub-division will provide procedure development and data and quality assurance services, related to mitigation commitments/contributions and cooperative achievement under legal instruments and provide support to the negotiation process, as related to constituted bodies, to the Intergovernmental Support and Collective Progress sub-division.

Under the supervision of a responsible officer and the overall guidance of the team lead of the RSSI team, the intern will produce and provide substantive data, statistics, analysis, reports and communication outputs for one or more of the activities for which the team is responsible.

The particular functions:

RSSI is looking for candidates with strong communication skills. The tasks required to be performed by the intern are:

1. Support the organization of the Regional Climate Weeks by:
 - Developing and conducting surveys and prepare reports on the climate weeks;
 - Supporting the coordination of climate weeks activities by organizing meetings and teleconferences and preparing minutes;
 - Supporting the management of stakeholders by managing the Climate-Week inbox and answering to participants' queries;
 - Maintaining and updating the climate weeks' website accordingly with the latest developments;
 - Maintaining and update the SharePoint, Google Docs and any other system used to communicate internal and externally;
 - Liaising with other teams in the Mitigation Division and across the secretariat to coordinate activities related to the delivery of the climate weeks; and
 - Preparation of communication products used to promote the climate weeks, such as brochures, presentations, videos and articles.
2. Support the RCCs activities by:
 - Generating reports and statistics related to activities conducted by RCCs;
 - Managing content of SharePoint sites and identifying areas for improvement;
 - Supporting and organizing teleconferences and meetings to discuss specific activities;
 - Liaising with other teams in the Mitigation Division and across the secretariat responsible for specific workstreams in the RCCs workplans;
 - Providing technical support, as needed.



Learning areas

During the period of the internship, a successful applicant will develop a deep understanding of the issues relating to major climate change players and the Paris Agreement and further develop their research and SharePoint skills. Online training will be available during the internship to support the intern's career development.

Timeframe

The remote internship is for a minimum period of four months to a maximum of six months; the exact period will be determined based on the availability, performance and ongoing enrolment of the intern and the needs of the division. Candidates are therefore encouraged to apply at their earliest convenience, clearly indicating in their cover letter the preferred time period and the duration of the internship. The selected intern will be home based.

Minimum requirements

- Candidates must have completed an undergraduate degree and be enrolled in a postgraduate degree at a recognized university at the time of application and for the full duration of the internship;
- Studies in the fields of **international relations, environmental policy and management, project and conference management, economics/finance, energy and environmental engineering/management, and business administration** are preferred;
- Candidates must be fluent in English (both oral and written). Knowledge of other languages is an asset. A working knowledge of other UN languages (e.g. Spanish, French) is desirable.

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