



United Nations
Framework Convention on
Climate Change

Internship Assignment

Finance, Technology and Capacity-building (FTC) Programme
Capacity-building sub-programme

Announcement number	Application deadline	Duration of assignment
19/Intern38/FTC-Capacity Building	30 June 2019	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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change.

The FTC programme, among others, collaborates with United Nations agencies, bilateral, regional and multilateral actors, to explore ways and means to assist developing country Parties in assessing their needs and gaps, in a country-driven manner, including capacity-building needs, and in translating climate finance needs into action. As part of these activities, the FTC Capacity-building subprogramme coordinates the Needs Based Finance project and collaboration with the NDC Partnership, which aims to facilitate enhanced and accelerated implementation of NDCs in developing countries.

FTC is seeking an intern interested in climate and development topics to support the activities of the Capacity-building subprogramme referred to above.

Objectives of the internship assignment

Under the direct supervision of the Team Leader of the Capacity-building subprogramme, the intern will support activities related to the Needs Based Finance project and collaboration with the NDC Partnership. The intern will have the opportunity to gain experience in document preparation and information management, while improving their knowledge and skills for managing and analyzing electronic information related to the coordination of support for the implementation of NDCs and matters related to building the capacities of developing countries to implement climate actions.

The particular functions are:

The intern is expected to contribute to the activities of the Needs Based Finance project and in the collaboration between the secretariat and the NDC Partnership. He/she will perform a range of activities related to knowledge management and general technical support tasks, including but not limited to:

- Support in the monitoring of country-based assessment of support needs, particularly through the Needs Based Finance project;
- Assist in preparing country dossiers and analysis on NDC work to support the collaboration with the NDC Partnership;
- Assist in assessing, compiling and formatting information and data;



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- Assist in maintaining related internal databases and report preparation and ensuring articulation with the NDC Partnership;
- Participate in regular meetings relating to NDC Partnership.

Timeframe

The internship is for a period of maximum six months. The exact period will be determined based on the availability of the intern and the needs of the sub-programme.

Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university 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 and note-taking skills. Studies in the fields of economics, development studies, environmental sciences, international relations, or other related fields with a good understanding of climate change are preferred.

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.