



**Remote Internship Assignment**  
Adaptation Division

Application deadline	Announcement number	Duration of assignment
15 August 2021	21/Intern21/Adaptation	Two 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 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.

The Adaptation Division of the UNFCCC secretariat supports the intergovernmental process relating to adaptation. This process includes activities relating to national adaptation plans, the Nairobi work programme, the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Adaptation Committee, the Local Communities and Indigenous Peoples Platform, adaptation communications and the adaptation registry. The Adaptation Division also engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

### Objective of the remote internship and responsibilities

The intern will work with the Review subdivision and its team members, under the overall supervision of the subdivision's manager and communications officer.

The intern is expected to contribute to the work on coordinating the collaborative implementation of the Paris Agreement, especially in relation to external communications on adaptation. The intern is expected to perform a range of research, compilation and drafting-related tasks, including but not limited to:

- Undertaking background research of the latest news and developments in the area of climate change adaptation in and outside the negotiation process.
- Supporting the work on external communications by researching, drafting and disseminating adaptation-related information through the secretariat's and programme's communication channels;
- Supporting Adaptation programme's events and outputs (ex. newsletters, social posts, articles, documents) from a communications perspective;
- Undertaking background research on the programme's communications channels and structure in order to identify possible ways to enhance its use or propose new ones.

### Timeframe

The **remote (or in-person internship, should the current pandemic situation allow) internship** is for a minimum period of two and maximum of six months within the period 01 October 2021 to 30 April 2022. The exact period will be determined based on the availability of the intern and the needs of the division. The selected intern will work remotely, coordinating with the team at the UNFCCC campus in Bonn, Germany. The internship may be in-person should the current pandemic situation allows and upon the intern's interest.



### 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.

### 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- or part-time basis (40 or 20 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.