



United Nations
Framework Convention on
Climate Change

Internship Assignment

Mitigation Division
NDC, LT-LEDS, Sectoral Support
subdivision

Application deadline	Announcement number	Expected start date	Duration of Assignment
6 August 2023	23/Intern42/Mitigation/LTLEDS	21 August 2023	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 and the implementation of commitments.

This internship is located in the NDC, LT-LEDS and Sectoral Support Unit of the Mitigation Division of the UN Climate Change in Bonn, Germany which support Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase.

The NDC, LT-LEDS and Sectoral Support unit provides technical advice and support to Parties on the preparation, communication and accounting of NDCs; the preparation and submission of LT-LEDS and support on sectoral mitigation issues. The unit ensures that developments in high-impact sectors are monitored and utilized to inform relevant workstreams.

Objectives of the internship assignment

The intern will work with the NDC, LT-LEDS and Sectoral Support Unit under the guidance of the Team Lead of the Unit and will support activities related to the work on the Mitigation Work Programme (MWP), Regional Climate Weeks (RCWs), and the Mitigation aspects of the Global Stocktake (GST).

The intern will have the opportunity to gain experience in supporting the Unit with a variety of substantive and operational tasks, from collaboration on analysing, researching and producing relevant documents and reports to supporting on coordinating and organizing relevant events, data and information management, as well as engagement activities.

They will carry out a range of related activities, including, but not limited to:

- Support in the preparation of briefing notes, analyses, documentation, and reports relevant to work on MWP, RCWs, and GST;
- Assists in the development and preparations (including liaison with participants, agenda preparation, note taking, and post-event reporting) for inter-sessional and in-session events on Mitigation topics, including at the RCWs, SBs and MWP Global dialogues;
- Supports in the preparation of relevant in-session, events, meetings and consultations to gain understanding of issues, managing emerging data and information, keeping excel spreadsheets and logistics documents up to date;
- Assist in the evaluation, compilation and formatting of information and data;



- Participates in relevant meetings and virtual events, with a view to gain understanding of issues and support coordinated action;
- Provides communication assistance to events and meetings through drafting pre-event outreach materials, preparing post event communication material, and updating relevant web pages;
- Assisting in other activities as requested.

Timeframe

The internship is for a period of minimum four months within the period between Mid-August to end of December 2023. The exact period will be determined based on the availability of the intern and the needs of the division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate or in a Master's programme at a recognized university at the time of application and for the duration of the internship. Studies in the fields of **political science, development studies, environmental sciences, international relations, economics, or other related fields**, with good understanding of climate change, are preferred.
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

Computer requirements

For an in-person 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



Page 3

considered to be staff members. The selected intern will preferably work in-person at the UNFCCC premises in Bonn, Germany on a full-time basis (40 hours per week). For more detailed information about UNFCCC Internship programme please visit the internships 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 an online interview.

Approved by:

Date:

Human Resources Officer
Human Resources Unit
