



Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
15 March 2025	25/Intern07/CE Gender and climate change	March 2025 to March 2026	Four to six months

Background

UN Climate Change supports all aspects of the intergovernmental process to address climate change, including the implementation of the Paris Agreement and all global climate action including substantive and organizational support to meetings of the Parties.

The gender team supports Parties with respect to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement,¹ and provides advice to secretariat management and staff on organisation issues related to gender equality and the empowerment of women. The team is located in the Communications and Engagement division, which serves multiple cross-cutting objectives like communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders to facilitate climate action and increase ambition. It also ensures that the communications work and engagement activities of the secretariat are driven by the outcomes of all processes and bodies.

At its twenty-ninth session the Conference of the Parties (COP) extended the enhanced Lima work programme on gender (LWPG) for 10 years. The COP decided to develop a new gender action plan, in a process that will be initiated at the sixty-second session of the Subsidiary Body for Implementation, in June 2025, with a view to recommend a decision for consideration and adoption at COP 30, in November 2025. More information can be found here: <https://unfccc.int/gender> and <https://unfccc.int/gender/final-review>.

Objective of the internship and responsibilities

Interns will work closely with members of the Gender team and report to the Associate Programme Officer to undertake tasks in connection with ongoing activities and projects. This often includes research as well as the writing of articles, support to the drafting of reports, and analysing data related to gender and climate change in national climate policies, plans and actions. In determining the intern's assignments due consideration is given to the nature of the projects currently being undertaken in the Programme.

Assignments may include specific tasks in support of one or more of the following areas:

- Procedural or substantive issues relating to the implementation of the enhanced Lima work programme on gender and its gender action plan;
- Tracking the integration of gender considerations in national climate policies, plans and actions;
- Research and preparation of official reports and, collecting, analysing and presenting data and other related information gathered from various sources as required;

¹ Including decisions of the Conference of the Parties to the Convention (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).



- Tracking and reporting on how work under the Convention and within the secretariat contributes to achieving the SDGs on gender equality and the empowerment of all women and girls;
- Capacity-building and training for members of UNFCCC constituted bodies, as requested, and technical teams in the secretariat on how to integrate gender considerations into their respective areas of work;
- Awareness raising and advocacy efforts, including writing articles for internal and external publication and organizing events to observe relevant international days;
- Content for communication and outreach activities on gender and climate change, including regular updates for the UNFCCC Gender and Climate Change webpages, social media updates and compiling relevant information for regular Newsroom articles.

Minimum requirements

- Candidates **must be enrolled** in the last year of undergraduate (i.e. bachelor) studies, or in a Graduate or Master's programme at a recognized university in fields such as **gender studies, international relations, political/social sciences, development studies, public policy, human rights, law or related disciplines at the time of application and for the duration of the internship**;
- Complementary coursework in environmental studies and climate policy or gender are considered and strong asset and strong theoretical and practical knowledge of gender equality and women's empowerment issues, particularly in the context of climate change or sustainable development is highly desirable;
- Candidates must be fluent in English (both oral and written) and hold strong writing and analytical skills;
- Excellent computer literacy (Microsoft Office) and strong research skills are required;
- Data management and AI literacy are desirable.

Timeframe

The internship is for a period of minimum four to maximum six months within the period between March 2025 to March 2026. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment² and performance.

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;

² In line with the requirements set out above.



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- 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 can either work **remotely** with their own computer/internet access, or **in-person** in Bonn 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 virtual interview.