



## **Internship Assignment**

### **Human Resources Talent Management Team**

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
31 August 2025	25/Intern28/HR/Talent Management	October 2025 (as soon as possible)	Six months	On-site <sup>1</sup>

### **Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its 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. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining issues of our time.

Human Resources Management (HRM) is charged with effective planning of the workforce, strategic talent acquisition, organizational culture and development, HR administration in accordance with the UN Staff Regulations and Rules, and a view to increasing the geographical and gender diversity of the secretariat and its evolving needs. The Talent Management and Workforce Planning team is under the HR subdivision.

### **Objectives of the internship**

Under the direct supervision of the Associate Human Resources Officer, this assignment is designed to provide the intern with an opportunity to gain experience in recruitment and onboarding processes, through the following tasks:

- Support the overall talent recruitment process, primarily for interns, including preparing vacancy announcements, screening applications, supporting assessments, and performing related tasks.
- Identify opportunities to streamline recruitment and onboarding processes of the Internship Programme.
- Assist in the Internship Programme outreach efforts to further widen and diversify our pool of applicants.
- Review the external website and internal site content of the Internship Programme and support creation and drafting of revised, up-to-date content.
- Collaborate in the design of updated materials for interns onboarding.
- Engage in other assigned tasks within the HR team as needed.

In addition, upon completion of the internship, the intern will have been able to develop an enhanced onboarding process for UNFCCC Interns, including induction materials.

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<sup>1</sup> Flexibility could be provided depending on personal situations and German Regulations for internships

## Timeframe

The internship is for a period of six months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment onsite at the UNFCCC premises in Bonn, Germany or as combination of both (on-site and remote).

The intern might require a permit to perform the internship in Bonn. This could limit the time on-site and could entail carrying out part of the internship remotely. Thus, any selected candidate is expected to comply with the IT requirements mentioned below.

## Requirements

- Applicants must, at the time of application and for the entire duration of the internship, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.
- University studies shall be in the field of **Human Resources, Business Administration, Psychology, International Relations**, or related fields.
- Fluency in English is required.
- Excellent skills in Office applications (Office Suite), including the emerging ones is required.

## Desirables

- Knowledge of an additional UN language is an asset.
- Exposure to experience in Human Resources, especially Talent Acquisition is desirable.
- Exposure to multicultural settings is an asset.

## IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to enable the interne to access official emails, SharePoint, OneDrive, and other necessary 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 a 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 associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will support **on a full-time basis** (40 hours per week). If necessary, temporary arrangements to work part-time can be arranged.

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

### **Application procedure**

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.