



Internship Assignment

Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
5 February 2024	24/Intern05/CE Gender communications	February to December 2024	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 Communication and Outreach (CO) programme of UN Climate Change is responsible for external communications, media relations, online public information and outreach to stakeholders in support of climate action.

At its twenty-fifth session the Conference of the Parties (COP) adopted the enhanced Lima work programme on gender (LWPG) and its gender action plan (GAP). More information on the LWPG and GAP can be found here: <https://unfccc.int/gender>

Objective of the internship and responsibilities

Interns will work closely with members of the gender team, in collaboration with CO, to ensure timeliness and quality of the secretariat's communication on gender and climate change, action under the gender action plan and ongoing activities and projects of the gender team. This may include research, the writing of articles, newsletters, graphic design and video editing and generally supporting activities, for the secretariat's newsroom, webpages and social media.

Assignments may include the following tasks:

- Assist in the research, preparation of written content for the Newsroom and blog of UN Climate Change in English and preferably at least one other language;
- Regularly prepare written outputs such as articles, tweets, posts on Facebook/ LinkedIn/ Instagram, to reflect gender in the UN Climate Change negotiations and to showcase related action around the world;
- Regularly prepare awareness raising and advocacy products including web cards, infographics, etc for sharing with Parties, the wider UN system, relevant NGOs, private sector and general public;
- Create and edit videos using basic editing tools and help create social videos;
- Assist in regularly updating the UNFCCC Gender and Climate Change webpages;

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).



- Prepare content and support the management of the Gender and Climate Change newsletter;
- Monitor and analyse statistics related to gender and climate change social media content;
- Assist in planning and organizing communication campaigns and activities as required.

Minimum requirements

- Candidates **must be enrolled** in a Graduate or Master's programme at a recognized university in fields such as **public relations, journalism, media or related disciplines at the time of application and for the duration of the internship**. Other fields of study will be considered, provided that candidates have prior substantial experience in (social media) communications;
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Excellent skills in additional United Nations languages are an asset;
- Excellent computer literacy (Microsoft Office) is required;
- Strong design skills are an advantage;
- Demonstrated interest in gender and gender equality issues as well as climate change and sustainability is highly desirable.

Timeframe

The internship is for a period of minimum four to maximum six months within the period between February to December 2024. 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;
- 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

² In line with the requirements set out above.



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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.