



United Nations
Framework Convention on
Climate Change

Internship Assignment

Adaptation Division
Review sub-division

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
22 August 2025	25/Intern23/Adaptation/AC	September 2025	Three to six months	On-site

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.

This position is located at the UNFCCC secretariat in Bonn, Germany, within the Adaptation Division, specifically in the Review Subdivision. The subdivision supports the work of the Adaptation Committee and Matters related to the Global Goal on Adaptation (GGA), provides adaptation-related inputs to the technical analyses and syntheses for the Global Stocktake (GST), and facilitates engagement and outreach on adaptation to promote action toward the achievement of the objectives and goals of the Convention and the Paris Agreement.

Objectives of the internship

Under the direct supervision of the Team Lead of the Adaptation Committee unit (ACU) of the Adaptation Division, this assignment is designed to provide the intern with an opportunity to gain experience in the work of the Adaptation Committee, through the following tasks:

- ✓ Carry out research and literature review on specific topics to support the preparation of knowledge products, mandated documents and outreach/information material, in particular related to the finance-related matters;
- ✓ Participate in and assist any meetings and events organized under the respective workstreams, take notes, prepare summaries and presentations;
- ✓ Participate in activities of the Adaptation Division, including attending staff meetings, with a view to gaining understanding and insights into issues under other adaptation workstreams, the workings of the UNFCCC and its organizational culture;
- ✓ Assist in activities requested by the ACU Team Lead, Review subdivision Manager and Adaptation Division Director, as needed.

In addition, upon completion of the internship, the intern will have contributed to a range of key outputs, including:

- ✓ Contribute to the interactive portal of country profiles, prepare thematic synthesis reports, contribute to the periodic Adaptation Finance Bulletin and other newsletters;



- ✓ Prepare relevant information and outreach products, including policy briefs and social media feeds;
- ✓ Draft sections or inputs for official documents, technical papers, or communication materials; meeting notes, summary reports, and presentation decks; as well as internal briefs or talking points for use by the Adaptation Division team.

These contributions will be made under the guidance of the supervisor, ensuring alignment with organizational standards and the intern's learning objectives.

Timeframe

The internship is for a minimum period of three months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments and 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 remotely complying with the IT requirements mentioned below.

Minimum requirements

Applicants must, at the time of application and through 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.

Other Requirements:

- University studies shall be 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.
- Complementary studies in topics related to climate change (such as ecology, environmental studies, political science, law, anthropology, economics, finance, sustainable development, international relations, or a related discipline) or communications are an asset.
- 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.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multicultural and multi-disciplinary environment is an asset.
- Skills in infographics, photography and videography, and communications, including social media, are assets.

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 intern 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 work on a full-time basis (40 hours per week). Upon agreement with the supervisor, this can be modified to part-time as long as an equivalent to 2 months of full-time work is completed).

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.
