



## Internship Assignment

Means of Implementation Division  
Capacity-building subdivision

Application deadline	Announcement number	Duration of assignment
14 December 2022	22/Intern3/MoI-PCCB and negotiations	Six months

## 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 historic 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 environmental issues of our time.

The Means of Implementation (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The internship post is located in the Capacity-building Subdivision, which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB), and other capacity-building projects. The internship can be remote or in-person.

## Objectives of the internship assignment

The intern will support work related to the capacity-building negotiations, the work of PCCB, and other initiatives of the Subdivision.

Depending on the exact internship period, the intern will be expected to support some or all of the following activities:

- Assist the PCCB in implementing the activities under its workplan, including the organization of its annual meeting
- Drafting of formal and informal documents for the capacity-building negotiations
- Organization of the annual Durban Forum on capacity-building
- Organization of other capacity-building related activities, including a public event series focused on key capacity-building issues
- Performing other related tasks as needed



## Typical internship tasks

The intern is expected to perform a range of technical, organizational and communication and outreach-related tasks, including, inter alia: preparing various event or meeting documents (e.g. agendas, background documents, presentations, outreach material including news articles and social media posts), generate content for the UNFCCC capacity-building webpages, note-taking during meetings and events, supporting the drafting of various internal and external documents, and compiling, synthesizing and analyzing information on specific capacity-building issues.

## Learning areas

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process, including, in particular, the capacity-building negotiations and the institutional arrangements for capacity-building under the Convention and the Paris Agreement. The intern will also be able to further develop their skills related to research, analytical thinking, drafting, meeting organization, communications and social media. Online training will be available during the internship to support the intern's career development.

## Timeframe and location

The **internship** is for a period of six months, starting in January 2023. The exact period will be determined based on the availability of the intern and needs of the Subdivision. The selected intern can either work **remotely** with their own computer/internet access, or **in-person** in Bonn. Those applying to work remotely should be located in a time zone no more than +- 2hours from Central European Time.

## Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. If on an undergraduate course, they should demonstrate substantial relevant experience and skill in the required areas;
- Candidates must be fluent in English (both oral and written) and have strong research, analytical and writing skills.
- Preference is given to candidates studying in the fields of **development studies, political science/international relations, earth sciences, environmental studies**, or related fields, who have a good understanding of climate change and/or climate politics.

## 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.

For an in-person internship, desk space and IT equipment would be available.

### 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 will work remotely 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**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered.

Qualified candidates, regardless of their cultural background, nationality, gender, or sexual orientation, are encouraged to apply.

Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or video interview. Closing date for application: **14 December 2022**.