



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment (In-person)**

Transparency Division  
MRV/ETF Reporting and Review Subdivision

Application deadline	Announcement number	Expected start date	Duration of Assignment
27 October 2024	24/Intern39/Transparency/R&R	1 January 2025 or later	Three to six months

**Background**

The **United Nations Framework Convention on Climate Change** (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The **MRV/ETF (Measurement, Reporting and Verification and Enhanced Transparency Framework) Reporting and Review** subdivision leads the work on transparency within the secretariat. To achieve the objective of the Convention and the Paris Agreement, Parties need reliable, transparent and comprehensive information on greenhouse gas (GHG) emissions, climate actions and support. By communicating information on GHG emissions and actions to reduce them, as well as on adaptation and means of implementation such as finance, technology transfer and capacity-building, **the transparency and reporting system** allows countries to enhance their ambition and track progress of their climate actions and at the same time, support countries to achieve Paris Agreement's long-term goals. The system includes the review of national climate reports, known as biennial transparency reports (BTRs), by international experts and the publication of review reports which provide the information on what countries are doing to fight climate change.

**Objectives of the internship assignment**

The subdivision is now accepting applications for our 2025 internship period, which offers the opportunity to gain hands-on experience in the Transparency framework of the Climate Change international process. We are looking for interns to support in the implementation of the enhanced transparency framework (ETF) under the Paris Agreement, including the collection, analysis and dissemination of data/information from BTRs and technical expert review reports (TERRs).

**The particular functions are to:**

1. **Support preparation of synthesis reports on Parties' BTRs and national inventory reports and annual reports on the technical expert review:**
  - Develop spreadsheets/databases and gather and analyze information related to GHG inventories, tracking progress towards the implementation and achievement of Parties' Nationally Determined Contribution, needs and supports provided and received and climate change impacts and adaptation information reported by Parties in their BTRs; and information on application of flexibility, review findings and capacity-building needs from Technical Expert Review Reports;



- Communicate the information analyzed in visual and textual formats (as inputs to presentations; brochures, and analytical papers and reports);
- 2. **Support review activities under the ETF**
  - Enhance the database on transparency information (such as BTR submissions and forecasts, expert database) using in-house IT tools and software;
  - Enhance and customize tools used by technical expert review teams during the technical expert reviews of Biennial Transparency Reports (BTRs) (e.g. review templates, checklists and other supporting tools);
  - Support organization of centralized technical expert reviews and BTR lead reviewers' meetings;
  - Assist in monitoring and maintaining the review-related webpages (English language), by keeping it up to date and creating content and announcements;
- 3. **Additional job-related activities**
  - Observe the climate change negotiations;
  - Support the organization of events during the climate change negotiations, including communication and outreach of such events;
  - Assist in the research and preparation of written content for the English Newsroom of UN Climate Change (<https://unfccc.int>) to reflect UN Climate Change negotiations and to showcase climate action around the world;
  - Assist in the preparation of social media content (e.g. LinkedIn, Twitter, Facebook);
  - Support other tasks related to ETF as required.

### Timeframe

The internship programme runs throughout year 2025 for a period of three to six months. Hence, the candidate can apply for a time frame up to six months in 2025. **The team is flexible in terms of the final timeframe, including start and end date, and will be decided in consultation with the selected candidates.**

Candidates are encouraged to apply at their earliest convenience clearly indicating on their cover letter, **the preferred time frame(s) and duration of the internship**. The selected intern will work onsite at the campus of UN Climate Change in **Bonn, Germany**.

### Minimum requirements

- Candidates **must be enrolled** in the last year of undergraduate studies (bachelor degree) OR in a graduate school programme (master or PhD) at the time of application and for the duration of the internship. Due to the diverse nature of the activities in the team, we search for candidates with different education backgrounds, such as studies in the fields of **environment, engineering, economics, public relations, journalism or graphic design or other related fields**.
- A good understanding of the international climate change process and mitigation measures and policies are preferred.
- Candidates must be fluent in English (both oral and written) and possess strong communication skills (e.g. writing, note-taking and presenting). Knowledge of additional UN languages is an asset.



- Candidates must have experience in commonly used Microsoft 365 applications. Experience in development of databases is an asset.

#### Internship conditions

**UNFCCC secretariat internships are not remunerated**, and the selected interns will be responsible for all costs before and for the duration of the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will work on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the internships section on our recruitment [webpage](#).

#### Application procedure

Candidates who are interested in this assignment and meet the minimum requirements must use the [on-line recruitment system](#) and include a cover letter.

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or video interview.