



United Nations
Framework Convention on
Climate Change

Internship Assignment
Human Resources Management
Talent Management and Workforce Planning Unit

Announcement number	Application deadline	Duration of assignment	Expected starting date
25/Intern11/HR-Talent Management	06 April 2025	Four to six months	as soon as possible

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.

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.

Organizational setting and reporting

Under the overall supervision of the Head of the Talent Management and Workforce Planning team, the intern will work with all members of the Human Resources unit who are involved in recruitment and data analytics related tasks.

The particular functions are:

The intern is expected to assist in human resources data analytics, as well as contribute to facilitate other talent management processes, including but not limited to:

In the area of HR data and data analytics

- Support in preparing and analyzing anonymized HR data to identify key trends and provide actionable insights for decision-making
- Utilize data visualization tools (e.g., Excel, Power BI, Qlik or other tools) to present findings clearly.
- Analyze applicant data and trends to assess the effectiveness of recruitment outreach and processes.
- Help design and maintain dashboards tracking HR metrics and KPI and prepare reports on recruitment metrics and HR performance indicators.
- Identify opportunities to streamline recruitment processes based on data-driven insights.
- Collaborate with the HR team to integrate data analytics into decision-making processes and strategic planning.
- Stay updated with emerging HR technologies and analytics trends to propose data-driven recruitment initiatives.



- Collaborate with the creation, improvement and maintenance of templates and tools for the different processes managed by the team.

In the area of Talent Management

- Support the overall talent recruitment process, including preparing Vacancy Announcements and Job Openings, assisting in the process of Substantive Assessments (e.g., written tests, interviews) for various roles, and providing general recruitment support
- Assist in the outreach activities via different channels, including outreach events, social media such as LinkedIn, etc;
- Review the website content of the existing internal and external Talent Management websites and support creation and drafting of revised, up-to-date content;
- Engage in other assigned tasks with the HR team as needed.

Timeframe

The internship is for a period of **minimum four to maximum six months**. The exact period will be determined based on the availability of the intern, the needs of the programme, and the intern's ongoing university enrolment and performance.

Requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's or PhD programme at a recognized university at the time of application and for the duration of the internship.
- Candidates must be fluent in English (both oral and written). Knowledge of an additional UN language is an asset.
- Studies in the fields of **Business Administration, Data Sciences, Computer Science, Human Resources, International Relations, Economics** or related fields are preferred.
- Skills in data analysis with different tools and platforms (such as Qlik and PowerBI), or AI support data analytics tools is highly desirable.
- Exposure to experience in Human Resources, especially in human resources data analytics is desirable.
- Experience in an international environment is an asset.
- Excellent skills in Office applications (OfficeSuite), including the emerging ones.
- Availability to undertake a full-time six-month internship is desirable.

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;



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- 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 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 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 an online interview.