



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**  
Adaptation Division

Application deadline	Announcement number	Duration of assignment
9 March 2025	25/Intern05/Adaptation/LCIPP	Six months

### Background

The **United Nations Framework Convention on Climate Change (UNFCCC)** secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement. The main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above preindustrial levels. Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The **Adaptation division** supports Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress.

This internship position (remote or in-person) is located in the Vulnerability subdivision of the Adaptation Division, which catalyzes knowledge-sharing, enhances learning on and understanding of needs and action in response to climate change impacts for different sectors and groups, and manages a trusted repository of adaptation data and information. The Vulnerability subdivision consists of two units: the Nairobi work programme (NWP) unit and the Local Communities and Indigenous Peoples Platform (LCIPP) unit. The intern provides support to the LCIPP unit and will report to its Associate Programme Officer.

The LCIPP was established to strengthen the knowledge, technologies, practices, and efforts of local communities and Indigenous peoples in addressing and responding to climate change. The LCIPP has three functions, namely, to facilitate the exchange of experience and the sharing of best practices and lessons learned on mitigation and adaptation in a holistic and integrated manner and to enhance the engagement of local communities and Indigenous peoples in the UNFCCC process. Facilitative Working Group (FWG) of the LCIPP is a constituted body that was established by COP to further operationalize the LCIPP and facilitate the implementation of its three functions.

The LCIPP unit is responsible for supporting the work under the LCIPP, including providing support to the FWG of the LCIPP in its effort to facilitate the implementation of the platform's three functions:

- Promoting the exchange of experiences and best practices;
- Building capacity for engagement;
- Integrating diverse knowledge systems in the designing and implementing of climate policies and actions.



### Objective of the internship and responsibilities

The intern will work with the members of the LCIPP unit under the supervision of its Associate/ Programme Officer. The intern will perform a range of activities, which may vary based on the nature of the internship (remote or in-person), including but not limited to:

#### 1. Support the implementation of LCIPP workplan activities

- Undertaking desk research to support the implementation of activities under the Baku Workplan of LCIPP.
- Assisting in the delivery of mandated events under the workplan, including taking notes during events and preparing post-event summary notes.

#### 2. Communication and outreach

- Assisting with outreach and communication via social media, e-newsletter, newsroom articles and other appropriate channels to make the work of the subdivision widely accessible;
- Supporting content management on the LCIPP web portal;
- Producing video and audio content and infographics to extend the reach of the work of the subdivision to diverse stakeholders and contributors;
- Providing communication assistance to events and meetings.

#### 3. Others:

- Contributing towards the organization and delivery of the Vulnerability subdivision's activities, including actively participating in relevant meetings and events of other adaptation workstreams, and workstreams under other divisions of the secretariat, with a view to gaining understanding of issues;
- Assisting in activities requested by the LCIPP Team Lead and others, as needed.

### Timeframe

The internship is for a maximum period of six months. The exact period can be flexible and will be determined based on the availability of the intern and the needs of the Vulnerability subdivision.

### Minimum 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 entire duration of the internship.
- Studies in the **disciplines of climate change, sustainability, environmental studies, international relations, communication or journalism, design** or a related field are required. Skills in creating infographics, photography and videography, and communications, including social media, are preferred.
- Candidates must be fluent in English (both oral and written), have strong writing and note-taking skills and demonstrate excellent oral and written communication skills. Working knowledge of other UN languages is an asset.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.



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### 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 will work on-site or remotely, on a full- or part-time basis (40 or 20 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](#) to apply **and include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Teams/Zoom interview.

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