



United Nations
Framework Convention on
Climate Change

Remote Internship Assignment
Adaptation Division

Application deadline	Announcement number	Duration of assignment
29 January 2021	21/Intern01/Adaptation-Vulnerability	Three to six months

Background

This internship is with the **UNFCCC secretariat** in Bonn, Germany, in the Adaptation division, and more specifically the Vulnerability subdivision which catalyses 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:

1. The NWP unit supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).
2. The LCIPP unit supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).

The intern provides support to the NWP and the LCIPP workstreams. The intern reports to the Team Leads of the NWP unit and the LCIPP unit.

Objective of the remote internship and responsibilities

The intern will work with the members of the Vulnerability sub-division under the joint supervision of the lead officers for these two workstreams. The intern is expected to contribute to the work under the NWP and LCIPP workstreams. The intern will perform a range of activities related to communication and outreach, including but not limited to:

- **Digital communication and webpage / web portal support.**
 - Assisting with social media communication and outreach, which entails preparing new and updating existing written products such as featured articles, blog posts, Tweets, Facebook/ Instagram posts, to showcase climate action implemented under the NWP and LCIPP, as appropriate, and by its partner organizations, as needed; and assisting with targeted social media campaigns and preparing social media kits;
 - Providing support to the NWP Adaptation Knowledge Portal and LCIPP web portal, including the development of new content, reviewing and repurposing existing materials, compiling and disseminating relevant knowledge products from NWP partners and other relevant organizations;
 - Maintaining and improving relevant sections of the webpages of the two workstreams within the UNFCCC website;
- **Online meeting support.** Assisting in preparing transcripts and creating training webinars from online meetings;
- **Development of user-friendly products.**
 - Assisting in preparing and designing e-newsletters, and other communication products, including providing support in designing and producing infographs, invitations, flyers, posters and banners;



- Assisting in the conduct of audio and video interviews with experts and in the processing and finalization of these interviews;
 - Contributing in the development of short, user-friendly audio and video clips to explain issues related to the workstreams;
- Contributing towards the organization and delivery of the Vulnerability subdivision activities, including actively participating in relevant meetings and events, with a view to gain understanding of issues under other adaptation work streams, the workings of the UNFCCC and its organizational culture;
- Assisting in activities requested by Manager of the Vulnerability subdivision and others as needed.

Timeframe

The **remote internship** is for a minimum period of three and maximum of six months within the period February 2021 to April 2022. The exact period will be determined based on the availability of the intern and the needs of the division.

Minimum requirements

- Candidates must be enrolled in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) or a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship.
- Studies in the field of communication or **journalism, design, public relations** with a good understanding of climate change, are preferred. Candidates with skills in infographics, photography and videography, communications including social media are preferred.
- Studies in a topic related to climate change (such as ecology, environmental studies, political science, anthropology, economics, sustainable development, international relations, or a related discipline) are an asset.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multi-cultural and multi-disciplinary environment is a requirement.
- Skills in infographics, photography and videography, communications including social media are an asset.

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 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](#) and **include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.