



## **Internship Assignment**

### **Communications and Outreach (CO) Programme Public Information and Media Services**

<b>Deadline for application</b>	<b>Announcement number</b>	<b>Duration of assignment</b>	<b>Duty Station</b>
29 February 2016	16/Intern004/CO	Three months	Bonn, Germany

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### **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 and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change Secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention

### **Objectives of the internship assignment**

Assist the CO programme in ensuring the timeliness and quality of the secretariat's digital content and supporting activities in Spanish, both for the secretariat's Newsroom and for social media.

### **The particular functions are:**

- Assist in the preparation of written content for the UNFCCC Newsroom in Spanish;
- Prepare new and update existing written outputs such as featured articles, blog posts, Tweets, Facebook/ LinkedIn/ Instagram posts, to reflect UNFCCC negotiations and to showcase climate action around the world;
- Assist with targeted social media campaigns and prepare social media kits, including web cards and draft messages, for sharing within the wider UN system and relevant NGOs and agencies.



- Assist in ensuring the continuous monitoring and maintenance of the secretariat's Spanish language portal, keeping it up to date by writing about news and events, and creating announcements and features.

### Timeframe

**The internship is for three months**, within the period between **04 April 2016 and 31 December 2016**. The exact three-month period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance.

### Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a Master's programme at a recognized university at the time of application and for the duration of the internship. Candidates must be fluent in Spanish and English (both oral and written) and have strong writing skills. Studies in the field of public policy, public relations or journalism are preferred.

### 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 (i.e. 40 hours per week) at the UNFCCC premises in Bonn, Germany.

### Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to [internship@unfccc.int](mailto:internship@unfccc.int) with the subject line: "Application: Internship, Communications – Spanish Newsroom and Social Media." Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 29 February 2016.

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