



United Nations
Framework Convention on
Climate Change

Internship Assignment
Adaptation Division
Response sub-division

Application deadline	Announcement number	Duration of assignment
31 December 2022	22/Intern40/Adaptation-Loss and Damage	Three to six months

Background

This position (remote or in-person) is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically, the Response subdivision which supports developing country Parties in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.

The Response subdivision consists of two units:

- The LEG/ NAP unit supports the Least Developed Countries Expert Group (LEG), national adaptation programmes of action (NAPAs), the LDC work programme and the process to formulate and implement national adaptation plans (NAPs) in developing countries.
- The Loss and Damage unit supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM), the Executive Committee (ExCom) which guides the implementation of the WIM, five expert groups under the ExCom's five strategic workstreams, and the Santiago Network which catalyzes relevant technical assistance under the WIM.

The intern reports to the lead officer of the Loss and Damage unit and provides support to the WIM and its ExCom, the expert groups of the ExCom, and its Santiago Network.

Objective of the internship and responsibilities

The intern is expected to contribute to the work under the Loss and Damage workstream. The intern will perform a range of activities related to knowledge management and general technical support tasks, including but not limited to the following:

- Carry out web-based research and literature review on specific topics to support the preparation of knowledge products, mandated documents and outreach/information material;
- Maintain, update, and, where needed, develop databases and other online material with the information provided by stakeholders in the context of the implementation of the workplan of the Executive Committee of the Warsaw International Mechanism and that of the plans of action of the expert groups, as well as in response to the mandates concerning the Santiago Network;
- Support the unit in updating Loss and Damage webpages and support in developing communication materials on assigned topics;
- Participate in and assist any meetings and events organized under the Loss and Damage workstream;
- Participate in activities of the Adaptation Division, including attending staff meetings, with a view to gaining understanding and insights into issues under other adaptation workstreams, the workings of the UNFCCC and its organizational culture.
- Assist in activities requested by the Response subdivision manager and Adaptation Division director, as needed.

Timeframe

The internship is for a minimum period of three and a maximum of six months within the period from January 2023 to January 2024. The exact period will be determined based on the intern's availability and the division's needs.

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.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Knowledge of additional UN languages is an asset.
- Preference is given to candidates studying in the fields of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change and its negotiating process.
- Studies in topics related to climate change (such as **ecology, environmental studies, political science, law, anthropology, economics, finance, sustainable development, international relations**, or a related discipline) or communications are an asset.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multicultural and multi-disciplinary environment is an asset.
- Skills in infographics, photography and videography, and communications, including social media, are assets.

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) and 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 that receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with a 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 the UNFCCC Internship programme, please visit the internship section on our recruitment [webpage](#).

Application procedure

Candidates interested in this assignment and who meet the minimum requirements must use the [online 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.

