



United Nations
 Framework Convention on
 Climate Change

Internship Assignment
 ISCP Division

Application deadline	Announcement number	Duration of assignment
As soon as possible	24/Intern05/ISCP-Communications	Three to six months

Background

This position (in-person, remote or a combination) is located in the UNFCCC secretariat in Bonn, Germany. The successful candidate/s will support the work under the Intergovernmental Support and Collective Progress (ISCP) division, and more specifically, the Intergovernmental Support subdivision.

The Intergovernmental Support subdivision facilitates intergovernmental engagement by providing procedural and political advice and services. It has two units, namely the:

1. The SBSTA Coordination and COP Support unit, which supports the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Conference of the Parties (COP).
2. The SBI Coordination and CMP, CMA support Unit which supports the Subsidiary Body for Implementation (SBI), the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)

The intern reports to the Programme Officer of the SBI Coordination and CMP, CMA support unit and provides support to the intergovernmental process.

Objectives of the internship and responsibilities

The intern contributes to the work under the unit/sub-division and performs a range of activities related to communication and outreach, including but not limited to:

- **External content curation and content management:**

- Assisting the development of new communication content and repurposing existing UNFCCC webpages and materials to inform a wide range of stakeholders (governments, civil society, academia, businesses) on developments related to the intergovernmental process in a transparent, inclusive and holistic manner.
- Providing content onto the UNFCCC Climate 360 calendar hub (repository).
- Providing inputs for diverse formats and channels of communication, including audiovisual content, such as videos and infographics to extend the reach of the work of the subdivision to diverse stakeholders and contributors.

- **Internal communication**

- Assisting in preparing content and coordinating inputs for internal newsletters, articles on the intranet and other relevant platforms to inform internal staff of the work of the subdivision.
- Assisting in updating the relevant webpages of the subdivision's intranet pages with information on the process.



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- **Communication and outreach of the Chairs of the subsidiary bodies:**

- Assisting in preparing social media content, newsroom articles, and other appropriate products to increase the online presence of the Chairs.
- Assisting in coordinating media training in collaboration with external partners for the Chairs.
- Assisting in preparing elements of speaking notes for interviews for the Chairs.
- Providing communication assistance to events and meetings through drafting pre-event outreach materials, taking notes during events, and preparing post-event summary notes.

- **Others:**

- Contributing towards the organization and delivery of the ISCP activities, including actively participating in relevant meetings and events,
- Assisting in preparing presentations and/or speaking notes of the Director, ISCP, and sub-division staff at external meetings, as appropriate
- Assisting in activities requested by the Team Lead of the unit and others as needed.

Timeframe

The internship is for a period of five to six months within the period February 2024 to February 2025.

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 and/or journalism, design, public relations with a good understanding of climate change**, are preferred. Candidates with skills in webpage design, infographics, photography, and videography, and communications including social media are preferred.
- The ability to work in a multicultural and multi-disciplinary environment is a requirement.

Language skills

- Required: Fluency in English (both oral and written) and strong drafting and note-taking skills.
- Asset: Knowledge of a second official UN language (e.g. Russian or French)

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](#) 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 interview.