



Internship Assignment

Executive Direction and Management (EDM) Programme
Resource Mobilization and Partnerships – Relationship Management

Announcement number	Duration of assignment
18/Intern12/EDM-Resource Mobilization & Partnerships – Relationship Management	Two to six months

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 Executive Direction and Management (EDM) programme leads the secretariat in its response to the needs of Parties, ensuring overall coherence and providing strategic direction.

The secretariat of the United Nations Framework Convention on Climate Change (the “Convention”), the Kyoto Protocol and the Paris Agreement (the “secretariat”) seek to engage in mutually beneficial collaborative partnerships with non-Party stakeholders, including the private sector, that share the values and principles enshrined in the United Nations Charter, the Convention, the Kyoto Protocol and the Paris Agreement, as well as internationally recognized principles concerning human rights, labour, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behaviour demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

Objectives of the internship assignment

Assist the Resource Mobilization and Partnerships team in setup and administration of the team’s knowledge base, databases, contact list, lead, opportunities and the CRM application including the creation of the required reporting from these systems.

The particular functions are:

The intern will perform a range of activities, including but not limited to:

- Assist in the cleanup and setup of the CRM system including contacts, leads and opportunities;
- Assist in the development of the required reports and creation of regular reports;
- Assist in the setup and organization of the team’s knowledge base including templates and processes (knowledge of SharePoint will be useful);
- Assist in the reconciliation between CRM and UMOJA as required.

Timeframe

The internship is for a period of two to six months. The exact period will be determined based on the availability of the intern, the needs of the sub-programme, and the on-going university enrolment.



Minimum requirements

Candidates must (a) be enrolled in undergraduate studies and have completed at least three years of the undergraduate degree, OR (b) 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 English (both oral and written) and have strong writing skills. Studies in the fields of Information Communications and Technology or related areas 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 (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the [internships](#) section of our website.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line [recruitment system](#). Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.