



Internship Assignment

Mitigation, Analysis and Data
Mitigation and Transparency Implementation Support subprogramme

Announcement number	Application deadline	Duration of assignment
19/Intern53/MDA-MTIS	30 October 2019	Three 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 UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining issues of our time.

The intern position is located in the Mitigation and Transparency Implementation Support (MTIS) sub-programme under the Mitigation, Data and Analysis Programme, which consists of three units: (1) Mitigation and Transparency Support, (2) Training and Certification, and (3) Mitigation Impacts Analysis and Support. The incumbent reports to the Team Lead, MTS Unit and receives guidance from the Manager, MTIS sub-programme

Objectives of the internship assignment

The objective of the intern is to raise awareness regarding the existing measurement, reporting and verification arrangements, the transparency framework and matters related to the NDCs, by conducting various communications and outreach activities.

The particular functions are:

The intern will perform a range of activities related to knowledge management, research, organization of events, technical support tasks, and communication and outreach, under the purview of the Transparency Implementation Support Unit:

- Compiling and analysing background documents to assist in the preparation of mandated documents and knowledge products;
- Conducting quantitative analysis of data/information and assisting in the production of infographics as input to the documents and knowledge products;
- Assisting in organizing workshops, events, webinars and interviews;
- Assisting in preparing and designing newsletters, and other communication products, including providing support in designing and producing infographs, invitations, flyers and banners;
- Maintaining and improving relevant sections of the webpages within the UNFCCC website;
- Providing support to the MRV/Transparency helpdesk, including the development of new content, reviewing and repurposing existing materials, compiling and disseminating relevant knowledge products from partners and other relevant organizations;



- Assisting with social media communication and outreach, which entails preparing new and updating existing written outputs such as featured articles, Facebook posts, to showcase climate action implemented under the transparency support implementation unit, as appropriate, and by its partner organizations, as needed; and assisting with targeted social media campaigns and preparing social media kits, including for specific groups of partner organizations;
- Contributing towards the organization and delivery of the MDA 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.

Timeframe

The internship is for three to maximum six months, **within the period 02 January 2020 and 30 June 2020**. The exact period will be determined based on the availability of the intern and the needs of the subprogramme. The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

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 English (both oral and written) and have strong writing and note-taking skills. Studies in the fields of **climate change, economics, development studies, environmental sciences, international relations**, or other related fields with good understanding of climate change, are preferred. The candidate should be able to work in a multi-cultural and multi-disciplinary environment. Skills in infographics, photography and videography, communications including social media are an advantage.

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 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 interview.