



Remote Internship Assignment

Executive Division Executive Support and Engagement unit

Application deadline	Announcement number	Expected date	Duration of assignment
16 December 2021	22/Intern38/CE ACE	As soon as possible to December 2022	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, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The **Executive Division** 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”) seeks 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, labor, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behavior demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

Objective of the internship and responsibilities

Assist the Executive Support and Engagement unit in the preparations for internal and external activities of the Executive Secretary:

- Assist in the preparation of the Executive Secretary’s outreach activities by providing research support and drafting of briefing material, or reports as needed.
- Assists meetings, including the preparation of background information and taking notes.
- Assist the preparation of briefing books or other materials as needed.
- Draft, edit, and proofread documents of different nature.
- Use electronic databases and spreadsheets for compiling information pertinent to the Executive Secretary outreach activities.
- Other tasks as defined by the Executive Support and Engagement unit

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 skills;
- Studies in the field of **public policy, public relations or political science/international relations** are preferred.

Timeframe

The internship is for a period of minimum two to maximum six months starting as soon as possible. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

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), as well as 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 which receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with 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-time basis (40 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 interview.