



Internship Assignment

Administrative Services (AS) Programme
Knowledge Management Unit (KMU)
Records Management

Announcement number	Duration of assignment	Expected starting date
19/Intern48/AS -KM-Records Management	Three to six months	As soon as possible

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 mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the work programme and the mandated activities of the secretariat, to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. The Knowledge Management Unit (KMU) in the Administrative Services programme is to ensure that Information and Knowledge Management services are in place to assist the UNFCCC secretariat in managing and disseminating information. The KMU works collaboratively with the Information and Communication Technology Services (ICT) Programme in the design and deployment of systems serving all UNFCCC secretariat staff, and external users as appropriate.

Objective

The internship is in the Records Management Team, which is accountable for systematic and consistent control of records throughout their lifespan, as evidence of and information about business activities and transactions, and to preserve, maintain, and provide access to the records of United Nations Framework Convention on Climate Change thereby providing insight into its history and institutional memory and identity.

The particular functions are:

Under the general supervision of the the OiC of Administrative Services Programme and the direct supervision of the Records Management Officer, the intern is to provide support to a wide-range of records management and archival initiatives. The detailed tasks to be carried out by the incumbent are:

- Develop records management training materials;
- Support electronic records migration projects;
- Catalogue, index, describe, digitize and organize information resources;
- Support the records appraisal and disposal processes;
- Perform other related duties as required.



Timeframe

The internship is for a period of minimum three to maximum six months. The exact period will be determined based on the availability of the intern, the needs of the programme, and the intern's on-going university enrolment and performance.

Minimum requirements

Candidates must be enrolled in the last year of an undergraduate degree or in a post-graduate programme at the time of application and for the duration of the internship assignment. Studies in the fields of **Archives, Records, Information Management studies, or in the area of library or business administration** are preferred. Candidates must be fluent in English (both oral and written) and be able to describe records accurately and consistently in English. Strong analytical and research skills will be an asset. Fully proficient computer skills, knowledge about new information technology is an asset.

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.