



Internship Assignment
Means of Implementation (MOI) Division
Technology subdivision

Application deadline 21/05/2023	Announcement number 23/Intern26/MOI-TEC Communications	Duration of assignment 4-6 months
------------------------------------	--	--------------------------------------

Background

The UNFCCC secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. UNFCCC stands for United Nations Framework Convention on Climate Change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement. The main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above pre-industrial levels.

Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

This position is located in the Means of Implementation (MOI) Division of the UN Climate Change in Bonn, Germany. More specifically, it is located in the Technology sub-division of MOI, which supports intergovernmental work and negotiations on matters related to technology development and transfer as well as the work of the UNFCCC Technology Executive Committee.

The Technology sub-division consists of two units:

- The Policy and Strategy Unit (PSU) that focuses on policies and strategic issues relating to technology development and transfer; and
- The Support and Implementation Unit that focuses on implementation and support issues relating to the technology development and transfer.

Objectives of the internship assignment

Under the direct supervision of the Programme officer and/or Team Lead of the PSU and the general guidance of the Manager, Technology subdivision, the intern will perform a range of activities related to communication and outreach, in adherence with the UNFCCC communications strategy and style, including but not limited to:

- Assisting with outreach and communication efforts of the TEC and the Technology sub-division, including managing the UN Climate Change Technology LinkedIn group, as well as assisting in the use and update of the content calendar for this channel;
- Producing audiovisual and graphic materials, such as webcards, flyers, videos, and email announcements, to support the outreach activities of the TEC and the Technology sub-division;
- Assisting in the research and preparation of written content for communications and outreach purposes to increase the visibility of the work of the TEC and Technology sub-division;



- Contributing to the development and implementation of a 'communications and stakeholder engagement strategy' to support the work of the TEC, including the collection of relevant statistics from social media, events, and surveys;
- Providing communication assistance to events and meetings through preparing outreach materials, communications with relevant partners, note-taking and preparing summary notes, and conducting other relevant follow up activities;
- Updating the technology platform webpages ([TT:CLEAR](#)) as needed;
- Assisting in both internal and external communication tasks with the purpose of achieving the above duties, and performing other relevant tasks as needed

Learning areas

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process, including, in particular, issues related to the climate technology development and transfer. The intern will also be able to further develop their skills related to research, analytical thinking, and document drafting. Online and onsite training will be available during the internship to support the intern's career development.

Timeframe

The internship is for a period of four to six months for the envisaged period 15 June to 15 December 2023. The exact period will be determined based on the availability of the intern and the needs of the sub-division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship.
- Preference will be given to the candidate studying in the field of **communication or journalism, design, public relations** with a good understanding of climate change.
- Candidates with skills in infographics, photography and videography, and communications including social media are preferred.
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.



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 either in the office or 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.