



Internship Assignment

Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
15 March 2025	25/Intern06/CE Gender communications	March 2025 to March 2026	Four to six months

Background

UN Climate Change supports all aspects of the intergovernmental process to address climate change, including the implementation of the Paris Agreement and all global climate action including substantive and organizational support to meetings of the Parties.

The gender team supports Parties with respect to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement,¹ and provides advice to secretariat management and staff on organisation issues related to gender equality and the empowerment of women. The team is located in the Communications and Engagement division, which serves multiple cross-cutting objectives like communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders to facilitate climate action and increase ambition. It also ensures that the communications work and engagement activities of the secretariat are driven by the outcomes of all processes and bodies.

At its twenty-ninth session the Conference of the Parties (COP) extended the enhanced Lima work programme on gender (LWPG) for 10 years. The COP decided to develop a new gender action plan, in a process that will be initiated at the sixty-second session of the Subsidiary Body for Implementation, in June 2025, with a view to recommend a decision for consideration and adoption at COP 30, in November 2025. More information can be found here: <https://unfccc.int/gender> and <https://unfccc.int/gender/final-review>.

Objective of the internship and responsibilities

Interns will work closely with members of the Gender team and under the supervision of the Associate Programme Officer, to ensure timeliness and quality of the secretariat's communication on gender and climate change, action under the enhanced Lima work programme and ongoing activities and projects of the gender team. This may include research, the writing of articles, newsletters, graphic design and video editing and generally supporting activities, for the secretariat's newsroom, webpages and social media.

Assignments may include the following tasks:

- Assist in the research, preparation of written content for the Newsroom and blog of UN Climate Change in English and preferably at least one other language;

¹ Including decisions of the Conference of the Parties to the Convention (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).



- Regularly prepare written outputs such as articles, tweets, posts on Facebook/ LinkedIn/ Instagram, to reflect gender in the UN Climate Change negotiations and to showcase related action around the world;
- Regularly prepare awareness raising and advocacy products including web cards, infographics, etc for sharing with Parties, the wider UN system, relevant NGOs, private sector and general public;
- Create and edit videos using basic editing tools and help create social videos;
- Assist in regularly updating the UNFCCC Gender and Climate Change webpages;
- Prepare content and support the management of the Gender and Climate Change newsletter;
- Monitor and analyse statistics related to gender and climate change social media content;
- Assist in planning and organizing communication campaigns and activities as required.

Minimum requirements

- Candidates **must be enrolled** in the last year of an Undergraduate or Bachelor's degree **OR** in a Graduate or Master's programme at a recognized university in fields such as **public relations, journalism, media or related disciplines at the time of application and for the duration of the internship**. Other fields of study will be considered, provided that candidates have prior substantial experience in (social media) communications;
- Familiarity with human rights and gender equality concepts, especially as they relate to strategic and impactful communication, are a requirement
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Excellent skills in additional United Nations languages are an asset;
- Excellent computer and digital literacy and familiarity with basic design and editing tools (e.g. Microsoft Office, Canva, Adobe etc.) is required;
- Social media management skills and strong design skills are an advantage;
- Demonstrated interest in gender and gender equality issues as well as climate change and sustainability is highly desirable.

Timeframe

The internship is for a period of minimum four to maximum six months within the period between March 2025 to March 2026. 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 enrolment² 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.

² In line with the requirements set out above.



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 can either work **remotely** with their own computer/internet access, or **in-person** in Bonn. 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 virtual interview.