



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

**Communications and Engagement Division  
Communication and Knowledge Subdivision  
The Digital Unit**

Application deadline	Announcement number	Expected date	Duration of assignment
6 August 2023	23/Intern37/CE-Digital unit, Social Media	As soon as possible to January 2024	Four 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 **Communication and Engagement division** ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

**The Communications and Knowledge subdivision** is focusing on external and internal communications and information and knowledge management with the aim of ensuring that all staff, Parties and non-Party stakeholders and the public are well informed and can easily access wide-ranging, relevant, and timely information that enables them to support and engage with the UNFCCC process.

**The Media and Digital Communications team** produces and manages news and information to publicise, catalyse and showcase the implementation of climate action by all Parties and non-Party stakeholders and manages the information and knowledge of the intergovernmental climate change.

**Objective of the internship and responsibilities**

Under the supervision of the digital communications officer for the Communication & Engagement sub-division, the intern will assist the C&E division in ensuring the timeliness and quality of the secretariat's digital content and supporting activities in English for the secretariat's social media channels and website.

In particular, the intern will perform the following tasks:

- Assist in the conceptualization and production of new and innovative content for UN Climate Change's digital channels, particularly Instagram, Facebook, Twitter, LinkedIn and TikTok.
- Assist with targeted social media campaigns and prepare social media kits, including web cards and draft messages, for sharing within the wider UN system and relevant NGOs and agencies.
- Support creating social videos and other audio-visual materials using basic editing tools and adding subtitles in different languages.
- Monitor and analyse statistics related to social media content.
- Assist in planning and organizing other communication activities as required.



### Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate or in a Graduate or master's programme at a recognized university in fields such as **public relations, journalism, visual design, 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.
- Basic proficiency of Canva and design tools are required.
- 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 literacy (Microsoft Office) is required.
- Strong design skills and experience in developing and/or supporting training courses and educational programs are an advantage.
- Prior exposure to another UN organization, Inter-governmental Organization and/or youth organization is an asset.

### Timeframe

The internship is for a period of minimum four to maximum six months within the period between July 2023 to January 2024. 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<sup>1</sup> 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, MS Teams 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 number 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

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<sup>1</sup> In line with the requirements set out above.



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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.