



Remote Internship Assignment

Operations Coordination Division
Resource Mobilization and Partnerships – Engagement

Application deadline	Announcement number	Duration of assignment
23 March 2021	21/Intern09/OC-RMP Engagement	Three 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 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, labour, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behaviour demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

Resource Mobilization and Partnerships (RMP) sub-division lead the strategic coordination of resource mobilization and partnership activities for the secretariat. RMP engage both Parties and non-Party stakeholders in developing mutually beneficial, innovative and impactful relationships to mobilize resources and to support the achievement of the secretariat’s mandates and priorities. RMP also work towards enhancing communication of the secretariat’s brand, products and services and promoting wide awareness of secretariat’s priority areas of work and resource requirements in coordination with the Communications and Engagement division.

Objective of the remote internship and responsibilities

Assist the Resource Mobilization and Partnerships team in communication with the stakeholders seeking to engage in partnerships in support of the UNFCCC secretariat.

Tasks

- Assist with background checks on potential partners;
- Assist with the creation of partnership concepts;
- Assist with the review of partnership proposals;
- Respond to the partners’ requests;
- Draft MOUs and partnership agreements under the guidance of the Head of Resource Mobilization and Partnerships and the Legal Affairs Unit;
- Assist in coordination and logistics preparations for resource mobilization and partnership activities and events;
- Assist in managing the Resource Mobilization and Partnerships email accounts;



- Draft and send fundraising letters and conducting follow-ups under the direction of the Resource Mobilization and Partnerships team.

Timeframe

The **remote internship** is for a minimum period of three and maximum of six months. The exact period will be determined based on the availability of the intern and the needs of the programme.

Minimum requirements

Candidates must have completed an undergraduate degree and **be enrolled** in a master's program at a recognized university at the time of application and for the duration of the internship. The applicants must be fluent in English (both oral and written), have strong writing skills, and preferably know French or Spanish. Studies in the field of **public policy, public relations, environment, engineering, economics, international affairs or law** are preferred.

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. 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). 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.