



Internship Assignment

Executive Division Office of the Deputy Executive Secretary

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
07 September 2025	25/Intern29/ODES/Executive Division	As soon as possible	6 months	On-site

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol, and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining issues of our time.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Office of the Deputy Executive Secretary (ODES), in the Executive division. The Executive division ensures that the work of the secretariat is guided by Article 2 of the Convention and of the Paris Agreement and by the values and principles of the United Nations. The Executive division provides strategic guidance to the work of the secretariat, ensuring the overall coherence and responsiveness of the organization's work in relation to its mandates.

Objectives of the internship

Under the direct supervision of the Senior Advisor to the Deputy Executive Secretary, this assignment is designed to provide the intern with an opportunity to gain experience in the day-to-day business of the Office of the Deputy Executive Secretary; acquire a detailed knowledge of the overall operation of the UNFCCC secretariat; and learn about the global efforts in responding to the threat of climate change.

The incumbent will perform a range of activities including but not limited to:

- Conduct research and analysis on relevant issues and contribute to substantive preparation for meetings, events, missions by providing and organising briefing notes and working documents.
- Participate in and assist meetings, take notes, prepare summaries and presentations, including visual presentations, track tasks.
- Prepare relevant information and outreach products, including briefs and social media feeds.
- Develop and update databases.
- Assisting in other activities as requested.

In addition, upon completion of the internship, the intern will have been able to contribute to the organization of COP 30 and the UNFCCC Climate Week.



Timeframe

The internship is for a period of six months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs, among other factors. The selected candidate will be expected to perform the assignment onsite at the UNFCCC premises in Bonn, Germany.

Requirements

Applicants must, at the time of application and for the entire duration of the internship, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

- University studies shall be in the field of international law, international development, political science, economics, public administration, public relations, or a related field.
- Fluency in English is required.
- Working level skills in the use of Microsoft Office 365 Business, Microsoft OneDrive and SharePoint is highly desirable.
- Valid permit to perform an internship for six months in Germany.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to enable the interne to access official emails, SharePoint, OneDrive, and other necessary 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 a 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 associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will support **on a full-time basis** (40 hours per week)



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For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

Application procedure

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.