



Internship Assignment

Means of Implementation Division
Capacity-building subdivision

Application deadline	Announcement number	Duration of assignment
15 February 2024	24/Intern09/MOI-Youth4Capacity	Six months

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 historic 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 environmental issues of our time.

The Means of Implementation (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The internship post is located in the Capacity-building sub-division which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB) and other capacity-building projects such as the Youth4Capacity programme. The internship can be remote or in-person.

Objectives of the internship assignment and responsibilities

The internship post is located in the Capacity-building Subdivision within the MOI Division. The intern will support the work under the Youth4Capacity programme, which seeks to build the capacity of young people to act on climate change while also seeking to address the linkages between climate action and the implementation of the Sustainable Development Goals and the three Rio conventions in this context.

Depending on the intern's skillset and background, the intern will support some or all of the following activities:

- Maintaining and developing the Youth4Capacity's digital means of communication and engagement, including email updates, social media posts, newsletters, surveys, and website management.
- Developing visual outreach materials including brochures, flyers and videos, for the activities of the Youth4Capacity programme
- Supporting the drafting of concept note, organization, coordination, logistics, and delivery of webinars/workshops/virtual events.



- Collecting data and information from various sources linked to communication and engagement activities of the Youth4Capacity programme and compiling information into reports.
- Performing other tasks as needed

Learning areas

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process and the landscape of capacity-building actors under and outside the Convention and the Paris Agreement. The intern will also be able to further develop their skills related to network development, stakeholder engagement, analytical thinking, drafting, meeting organization, and digital communications. Online training will be available during the internship to support the intern's career development.

Timeframe

The **internship** is for a period of six months, starting in March 2024. The exact period will be determined based on the availability of the intern. The selected intern can either work **remotely** with their own computer/internet access, or **in-person** in Bonn. Those applying to work remotely, should be located between Eastern Standard Time and Central European Time time zone.

Minimum requirements

- Candidates should preferably have completed an undergraduate degree and be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. If on an undergraduate course, they must be enrolled in the last year of studies and should demonstrate substantial relevant experience and skill in the required areas;
- Candidates must be fluent in English (both oral and written) and have strong research, analytical and writing skills.
- Preference is given to candidates studying in the fields of economics, development studies, environmental sciences, international relations, communications or other related fields with good understanding of climate change.
- Strong design, communication and social media skills are an advantage.

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.



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In addition, a **mobile phone** will be required to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

For an in-person internship, desk space and IT equipment would be available.

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 remotely or in person 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**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered.

Qualified candidates are encouraged to apply regardless of their cultural background, nationality, gender or sexual orientation.

Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or video interview. Closing date for application: **15 February 2024**