Internship Assignment

AS/HR/ICT Division
Human Resources Subdivision
Protocol

Announcement number	Application deadline	Duration of assignment	Expected starting date
24/Intern12/ASHRICT-HR Protocol	29 February 2024	Four to six months	as soon as possible

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 Administrative Services, Human Resources, and Information and Communication Technology division will deliver a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

Human Resources (HR) subdivision, which is charged with effective planning of the workforce, strategic talent acquisition, organizational culture and development, HR administration in accordance with the UN Staff Regulations and Rules, and a view to increasing the geographical and gender diversity of the secretariat and its evolving needs. The Talent Management and Workforce Planning team in under the HR subdivision.

Organizational setting and reporting

Under the overall supervision of the Chief of Human Resources, the intern will work with all members of the Human Resources unit who are involved in protocol tasks.

The particular functions are:

The intern is expected to assist in the overall process of the implementation of the Headquarters Agreement (HQA) related to the legal status of UN staff members in Bonn, Germany, including but not limited to:
- Update protocol files and make entries in database.
- Clear and update protocol hard copy files in filing room.
- Support the implementation of new rules and guidelines with respect to HQA
- Support the internal communication and revision of protocol page in Sia.
- Support the data analysis and reporting of protocol activities, such as fine-tuning of the protocol database etc. and contribute to continual improvement of efficiency and communication.

- Engage in other protocol-related tasks as needed.

Timeframe

The internship is for a period of minimum four to maximum six months. The exact period will be determined based on the availability of the intern, the needs of the programme, and the intern's on-going university enrolment and performance.

Requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's or PhD programme at a recognized university at the time of application and for the duration of the internship.
- Candidates must be fluent in English (both oral and written). Knowledge of an additional UN language is an asset.
- Studies in the fields of **Business Administration, Law, Communications, International Relations, Economics** or related fields are preferred.
- Exposure to or experience in Human Resources, especially in Talent Acquisition/Recruitment and/or an international environment is an asset.
- Excellent skills in office applications (Microsoft suits), including the emerging ones.
- Skills in data analysis with different tools and platforms.

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 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 on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. 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.