



United Nations
Framework Convention on
Climate Change

Remote Internship Assignment

Adaptation Division
Response subdivision

Application deadline	Announcement number	Duration of assignment
22 December 2021	21/Intern39/Adaptation/Loss and Damage	Three to six months

Background

This position is virtually located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically, the Response subdivision which supports developing country Parties in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating, and reporting on adaptation plans, policies and actions.

The Response subdivision consists of two units:

1. The LEG/ NAP unit supports the Least Developed Countries Expert Group (LEG), national adaptation programmes of action (NAPAs), the LDC work programme and the process to formulate and implement national adaptation plans (NAPs) in developing countries.
2. The Loss and Damage unit supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM), the Executive Committee (ExCom) which guides the implementation of the WIM, five expert groups under the ExCom's five strategic workstreams, and the Santiago Network which catalyzes relevant technical assistance under the WIM.

The intern reports to the lead officer of the Loss and Damage unit and provides support to the WIM and its ExCom, the expert groups of the ExCom, and its Santiago Network.

Objective of the remote internship and responsibilities

The intern is expected to contribute to the work under the Loss and Damage workstream. The intern will perform a range of activities related to knowledge management and general technical support tasks, including but not limited to:

- Carry out web-based research and literature review on specific topics to support the preparation of knowledge products, mandated documents and outreach/information material;
- Maintain, update, and where needed, develop databases and other online material with the information provided by stakeholders in the context of the implementation of the workplan of the Executive Committee of the Warsaw International Mechanism and that of the plans of action of the expert groups, as well as in response to the mandates concerning the Santiago Network;
- Participate in and assist any meetings and events organized under the Loss and Damage workstream;
- Participate in activities of the Adaptation Division, including attending staff meetings, with a view to gaining understanding and insights into issues under other adaptation workstreams, the workings of the UNFCCC and its organizational culture.
- Assist in activities requested by Response subdivision manager and Adaptation Division director as needed.



Timeframe

The **remote internship** is for a minimum period of three and maximum of six months within the period January 2022 to January 2023. The exact period will be determined based on the availability of the intern and the needs of the division.

Minimum requirements

- Candidates must be enrolled in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) or be enrolled in a Master's or Ph.D programme, at a recognized university at the time of application and for the duration of the internship.
- Studies in a topic related to **climate change (such as ecology, environmental studies, political science, law, anthropology, economics, finance, sustainable development, international relations)**, or a related discipline) or communications are an asset.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multi-cultural and multi-disciplinary environment is an asset.
- Skills in infographics, photography and videography, communications including social media are an asset.

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 remotely on a full- or part-time basis (40 or 20 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 or Skype interview.