



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

**Communications and Engagement Division**

Application deadline	Announcement number	Expected date	Duration of assignment
3 January 2023	22/Intern39/CE ACE	January to December 2023	Four 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 Communication and Engagement division ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

**Action for Climate Empowerment (ACE)** focuses on promoting climate education, training and public awareness, public participation and public access to information across societies, as well as international cooperation on these issues. It also focuses on empowering children and youth to support and lead climate action.

**Objective of the internship and responsibilities**

Under the supervision of the Action Empowerment Unit Lead, and in close collaboration with staff members of the Unit and the Engagement sub-division, the intern will support the implementation of ACE, on matters related to climate education, training, public awareness, public participation, public access to information, international cooperation and youth.

In particular, the intern will perform the following tasks:

- Assist the ACE team in organizing and delivering ACE and youth in-person and virtual activities at the global and regional level, including scheduling calls, taking minutes, drafting agendas, identification and engagement of speakers, and preparation of supporting material such as run-of-shows, nameplates and summary reports;
- Support the development of the programs and modules for ACE workshops, trainings or other learning events in 2023;
- Research and prepare reports and technical papers, collect, analyse and present data and other related information gathered on ACE from various sources;
- Prepare written outputs such as workshop materials, handouts, power point presentations, agendas and official letters;
- Prepare website, social media and newsletter content and assist the team in the maintenance of the ACE webpages;
- Assist the team in the management and maintenance of the ACE inbox;
- Assist in other tasks being carried out by the Action Empowerment Unit as required.



### Minimum requirements

- Candidates **must be enrolled** in the last year of an Undergraduate or in a Graduate or Master's programme at a recognized university in fields such as **social sciences, environmental sciences and pedagogics or related disciplines at the time of application and for the duration of the internship**. Other fields of study will be considered, provided that candidates have prior substantial experience with any of the ACE elements;
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Excellent skills in additional United Nations languages are an asset;
- Excellent computer literacy (Microsoft Office) is required;
- Experience in developing and/or supporting training courses and educational programs are an advantage;
- Prior exposure to another UN organization, Inter-governmental Organization and/or youth organization is an asset.

### Timeframe

The internship is for a period of minimum four to maximum six months within the period between January to December 2023. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment<sup>1</sup> and performance.

### 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 can either work **remotely** with their own computer/internet access, or **in-person** in Bonn on a full-time basis (40 hours per week). For more

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<sup>1</sup> In line with the requirements set out above.



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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 virtual interview.