



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

**Communications and Engagement Division**

| Application deadline | Announcement number                      | Expected date                        | Duration of assignment |
|----------------------|--|--------------------------------------|------------------------|
| 11 June 2023         | 23/Intern29/CE ACE Gender communications | As soon as possible 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.

The **gender team** supports Parties with respect to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement,<sup>1</sup> and provides advice to secretariat management and staff on organisation issues related to gender equality and the empowerment of women. The Communication and Outreach (CO) programme of UN Climate Change is responsible for external communications, media relations, online public information and outreach to stakeholders in support of 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 and CO, 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; and will work to ensure timeliness and quality of the secretariat's communication on gender and climate change, action under the gender action plan and ongoing activities and projects of the gender team.

In particular, the intern will perform the following tasks:

- Assist the ACE and gender teams in organizing and delivering ACE, youth and gender in-person, virtual and hybrid events, particularly in promoting the events and preparing infographics, brochures, banners and other communication products;
- Create digital communication materials to promote work on ACE, youth and gender;

<sup>1</sup> Including decisions of the Conference of the Parties to the Convention (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).



- Assist in preparing awareness raising and advocacy efforts and assist with targeted social media campaigns, including preparing social media kits, web cards and draft messages, for sharing within the wider UN system and relevant NGOs and agencies;
- Create and edit videos using basic editing tools and help create social videos;
- Assist the team in the maintenance of the webpages, including through the preparation of newsroom articles;
- Prepare content and manage the ACE and gender newsletters;
- Assist in other tasks being carried out by the Action Empowerment Unit as required.

### Minimum requirements

- Candidates **must be enrolled** in a the last year of an undergraduate or in a Graduate or Master's programme at a recognized university in fields such as **public relations, journalism, media 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 in (social media) communications;
- 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;
- Strong design skills and 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 June 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>2</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, MS Teams and other office applications, such as Word and Excel.

Further computer requirements:

- An antivirus application which receives regular updates;

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<sup>2</sup> In line with the requirements set out above.



- 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 number 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 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.