



## Remote Internship Assignment

### Communication and Engagement Division

#### Engagement and Mechanisms Outreach subdivisions

Application deadline	Announcement number	Expected date	Duration of assignment
14 May 2021	21/Intern13/CE-MO	As soon as possible	Three 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 UNFCCC secretariat supports the Convention, its Kyoto Protocol and the 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.

**Communication and Engagement Division** is responsible for UNFCCC public communications, and for catalyzing climate action among climate actors in governments, civil society and subnational organizations, through outreach, engagement and tracking of climate action.

The **Engagement** sub-division focuses on facilitating climate action by Parties and non-Party stakeholders, observer engagement, partnerships, gender integration and ACE (Action for Climate Empowerment). It facilitates global climate action in support of the full implementation of the Convention, Kyoto Protocol and the Paris Agreement, and encourages non-Party stakeholders to support the work by Parties, through voluntary and ambitious climate actions.

The **Mechanisms Outreach sub-division** provides support to the mechanisms' bodies and processes regarding communication and outreach. The sub-division works on nurturing demand for and understanding of the mechanisms, including through developing and operating tools and activities with the aim of increasing the voluntary cancellation of CERs and the increased recognition and use of the CDM as a tool for policy implementation.

### Objective of the remote internship and responsibilities

Under the supervision of the Manager for Mechanisms Outreach sub-division, and in close collaboration with a staff member of the respective sub-division, the intern will support the work of conducting the due diligence for the external organizations, companies, and partners we are working with to ensure transparency in our work. The intern will also develop a database as a centralized reference point for the two sub-divisions.

This position will be supporting the Engagement sub-division and Mechanisms Outreach sub-division.



The specific functions are:

- Conduct due diligence for existing list of external organizations, companies, and partners following a set of criteria;
- Conduct due diligence for new external organizations, companies, and partners following a set of criteria;
- Develop and update a database for control of existing and new partnerships, and;
- Assist in other tasks being carried out by the sub-divisions as required.

### Timeframe

**The remote internship is for a period of minimum three months to maximum six months, starting between May and June 2021. The exact period will be determined based on the availability of the intern and the needs of the subdivisions.**

### Minimum requirements

**Educational background:** Candidates must be enrolled in the last year of an undergraduate degree or in graduate studies at a recognized university at the time of application and for the duration of the internship. Studies in the field of **law, environmental management, business management, public policy, international relations**, or related fields are preferred.

**Experience:** Prior exposure to another UN organization, Inter-governmental Organization and/or climate change fields is an asset.

**Language skills:** Candidates must be fluent in English (both oral and written) and have strong analytical and research skills.

**General requirements:** Proficiency in MS Office (Word, Excel, PowerPoint); experience in reading technical documentation; attention to detail.

### 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-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 telephone interview.