



Internship Assignment

Means of Implementation Division Capacity-building subdivision

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
16 November 2025	25/Intern33/ MoI_Capacity- building	January, 2026	Six months	In-person or remote

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 issues of our time.

The Means of Implementation (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The (four) internship positions are based in the Capacity-building sub-division which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB) and other capacity-building projects. The internship can be remote or in-person.

Objectives of the internship

The objectives of the internship are twofold – to support various activities within the Capacity-building subdivision, and to enable the intern to develop skills and knowledge relevant to their studies and the work of the subdivision.

Responsibilities of the internship assignment

The Capacity-building subdivision undertakes a range of activities that require support, including but not limited to:

1. Assisting in the compilation and mapping of capacity gaps and needs, while promoting coherence and coordination in climate change-related capacity-building efforts.
2. Providing support for intergovernmental processes and negotiations concerning capacity-building matters.
3. Contributing to the intersessional work of the PCCB;
4. Supporting dedicated capacity-building initiatives such as, the Durban Forum, the annual focus area of the PCCB, the Capacity-building Hub, the PCCB Network, Youth4Capacity, the Capacity-building Portal and the Joint Rio Conventions capacity-building programme.



As the internship spans multiple ongoing projects within the Capacity-building subdivision, selected interns will support a subset of the following activities, based on the subdivision's evolving needs and priorities. Responsibilities may include:

- Conducting research on capacity gaps, needs, and good practices, and contributing to related reports and research materials;
- Supporting the development of synthesis reports, technical papers, and other knowledge products through research and drafting;
- Assisting in the planning and logistics of virtual and hybrid events, including preparing concept notes, background documents, and outreach materials;
- Taking notes during events and meetings, and drafting summary reports;
- Designing and implementing visual outreach materials such as brochures, flyers, videos, and infographics;
- Creating content for digital communication channels, including webpages, social media, and newsletters;
- Exploring tools (including AI) for enhancing knowledge and information management and assisting with website design and usability improvements;
- Performing other tasks as needed to support the diverse activities of the Capacity-building subdivision.

Learning areas and project development

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process and the landscape of capacity-building actors under and outside the Convention and the Paris Agreement. The intern will also be able to further develop her/his skills related to network development, stakeholder engagement, analytical thinking, drafting, meeting organization, and digital communications. Online training will be available during the internship to support the intern's career development.

In addition, upon completion of the internship, as part of this learning, the intern will be encouraged to realize a project relevant to the course of study and to the work of the Capacity-building subdivision, in partnership with her/his supervisor and relevant colleagues. Applicants are encouraged to give initial thought and expression to what form that project could take in their applications.

Timeframe

The internship is for a period of six months, starting in January 2026. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The selected candidate will be expected to perform the assignment *onsite at the UNFCCC premises in Bonn, Germany or as combination of both (on-site and remote)*.

For assignments on site: The intern might require a permit to perform the internship in Bonn. This could limit the time on-site and could entail carrying out part of the internship remotely. Thus, any selected candidate is expected to comply with the IT requirements mentioned below.



Requirements

- Applicants must, at the time of application and for the entire duration of the internship, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.
- University studies should be in a discipline related to climate change (e.g. climate science, sustainable development, development studies, environmental studies, international relations, international law, economics).
- Fluency in English is required.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to enable the intern to access official emails, SharePoint, OneDrive, and other necessary 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 a 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 associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will support **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

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.