



**United Nations**  
Framework Convention on  
Climate Change

**Remote Internship Assignment**  
Adaptation Division

Application deadline	Announcement number	Duration of assignment
31 December 2023	23/Intern58/Adaptation-NWP-Comms	Three to six months

### Background

This position is offered in-person and in a remote modalities. It is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically the Vulnerability subdivision which catalyses knowledge-sharing; enhances learning on, and understanding of, needs and action in response to climate change impacts for different sectors and groups; and manages a trusted repository of adaptation data and information.

The Vulnerability subdivision consists of two units:

1. The NWP unit supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).
2. The LCIPP unit supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).

The reports to the Team Lead of the NWP unit.

### Objective of the remote internship and responsibilities

The intern will work with the members of the NWP unit under supervision of the team lead of the NWP unit. The intern will perform a range of activities related to communication and outreach, including but not limited to:

- **Content curation and content management:**
  - Assisting development of new communication content and repurposing existing materials to bring people and their experiences together to address climate change in an inclusive and holistic way;
  - Supporting content management via the NWP Adaptation Knowledge Portal as well as relevant UNFCCC pages;
  - Producing video and audio contents and infographs to extend the reach of the work of the unit to diverse stakeholders and contributors;
- **Communication and outreach:**
  - Assisting with outreach and communication via social media, e-newsletter, newsroom articles and other appropriate channels to make the work of the unit widely accessible;
  - Developing and conducting survey of knowledge users and developing other tools to understand knowledge needs of these intended users (baseline) as well as measure the uptake of the knowledge products developed by the NWP unit by these users;
  - Providing communication assistance to events and meetings through drafting pre-event outreach materials, taking notes during event, and preparing post event summary note;
- **Others:**



- Contributing towards the organization and delivery of the NWP unit activities, including actively participating in relevant meetings and events, with a view to gain understanding of issues under NWP and other adaptation work streams, the workings of the UNFCCC and its organizational culture;
- Assisting in activities requested by Manager of the Vulnerability subdivision and others as needed.

### Timeframe

The **internship** is for a minimum period of three and maximum of six months within the period January 2024 to April 2025. 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 a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship.
- Studies in the field of communication or journalism, design, public relations with a good understanding of climate change, are preferred. Candidates with skills in infographics, photography and videography, communications including social media are preferred.
- Studies in a topic related to climate change (such as ecology, environmental studies, political science, anthropology, economics, sustainable development, international relations, or a related discipline) 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 a requirement.
- 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.