



Internship Assignment

Adaptation Programme
Cross-Cutting Support and Outreach subprogramme
Stakeholder Engagement, Knowledge Management and Outreach Unit

Application deadline	Announcement number	Expected date	Duration of assignment
31 January 2018	18/Intern02/Adaptation CSO-SEKM	01/03/2018	Up 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, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation Programme of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to the Adaptation Committee (AC), national adaptation plans (NAPs), the Nairobi work programme, the Warsaw International Mechanism for Loss and Damage, research and systematic observation and adaptation provisions of the Paris Agreement. The Adaptation Programme engages Parties and stakeholders including national, regional, multilateral and international organizations, the public and private sectors, civil society and other relevant stakeholders.

The Cross-Cutting Support and Outreach (CSO) Sub-programme through its Stakeholder Engagement, Knowledge Management and Outreach Unit (SEKM) focuses on adaptation-wide stakeholder engagement, crosscutting work, communication and outreach, and other relevant internal activities servicing the entire Adaptation programme. The Paris outcomes contained in decision 1/CP.21 requested the secretariat to undertake a number of new activities that fall under the responsibility of the CSO Subprogramme, including in relation to the operationalization of online platforms, communication tools and outreach activities.

Organizational setting and reporting

The intern will work with the CSO Sub-programme and its team members, under the overall supervision of the Sub-programme's manager.

The particular functions are:

The intern is expected to contribute to the work on coordinating the collaborative implementation of the Paris Agreement, especially in relation to external communications on adaptation. The intern is expected to perform a range of research, compilation and drafting-related tasks, including but not limited to:

- Undertaking background research of the latest news and developments around adaptation in and outside the negotiation process and to creating and maintaining a data (findings) list;



- Supporting the work on external communications by disseminating information through the secretariat's and Programme's communication channels;
- Supporting the Programme's events from a communications perspective;
- Undertaking background research on the Programme's communications channels to identify possible ways to enhance their use or propose new ones;
- Supporting the Programme in its internal communications efforts by providing input to the secretariat's wide internal newsletter.

Timeframe

The internship is for a minimum of two months duration with the possibility of up to six months, subject to the intern's performance and ongoing enrolment. The exact period will be determined based on the availability of the intern and the needs of the programme.

Minimum requirements

- Candidates must be enrolled in a Master's or Doctorate programme at a recognized university at the time of application and for the duration of the internship.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Knowledge of additional UN languages is an asset.
- Preference is given to candidates studying in the fields of communications, media management, economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change and its negotiating process.

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 on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. 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.