



## **Internship Assignment – Programme Support and Coordination Unit**

Sustainable Development Mechanisms (SDM)  
Programme Support and Coordination Unit (PSC)  
Archives and Records Management

Announcement number	Duration of assignment	Duty Station
17/Intern25/SDM-PSC	Two to six months	Bonn, Germany

### **Background**

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The 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 **Programme Support and Coordination (PSC) sub-programme** of the Sustainable Development Mechanisms (SDM) Programme is accountable for ensuring effective support to the Director on matters relating to the overall management of the SDM programme, including provision of information, knowledge and records management services ensuring the proper handling and maintenance of SDM information assets, including those of all constituted regulatory bodies of the mechanisms; namely the cleand development mechanism (CDM) and the joint implementation supervisory committee (JISC).

### **Objectives of the internship assignment**

The intern will work in the Information and Knowledge Management team with general guidance of the Team Lead of PSC (P4) and direct supervision of the Information Management Officer (P3). The intern will assist in the organization, appraisal, preparation, destruction or transfer of SDM records to the UNFCCC archives. The intern will work with electronic information, databases, content management systems, internet resources and traditional, physical paper records and archives.

### **The particular functions are:**

#### **Archives & records management and information & knowledge management**

The intern will contribute to the work of the Information and Knowledge Management team. He/she will perform a range of activities related to archives and records management and general knowledge and information management tasks, including:

- Provide support in the transfer of SDM records to the UNFCCC centralized archives centre by assisting with appraisal and using the Business Classification Scheme to apply the correct retention schedules;



- Assist in the proper identification, classification, marking and processing of sensitive information, records and archives according to UN, UNFCCC and SDM specific policies and guidelines;
- Classify, describe and index records in the recordkeeping system (HP Trim);
- Conduct preservation of the physical archival records and pack records according to the UNFCCC records transfer guidelines;
- Mark for destruction non-records and obsolete records (i.e. those with non-archival value) according to UNFCCC policies and guidelines.

## Learning areas

During the period of the internship, successful applicants will acquire hands-on experience applying archival knowledge and skills to a records management and archiving project related to the preservation of CDM records. The learning benefits include:

- developing an understanding of matters related to assessment of records;
- strengthening skills in applying and interpreting a Business Classification Scheme to appropriately apply retention schedules;
- working with an electronic records management system to index and input records;
- acquiring a deeper understanding of records management and archiving in an intergovernmental organization;
- and gaining insight into the work of the United Nations.

## Timeframe

**The internship is for a period of minimum two months to maximum six months**, the exact period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance. The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

## Minimum requirements

**Education:** University degree or graduate degree in library science, information science, records management, information management, knowledge management or related field.

**Language skills:** Fluency in both written and verbal English is essential.

**General requirements:**

- Good organization and information management skills;
- Good oral and written communication skills;
- Good attention to detail;
- Proficiency in MS Office (Word, Excel) required.

## 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 internships section on our recruitment webpage:

[https://unfccc.int/secretariat/internship\\_programme/items/2653.php](https://unfccc.int/secretariat/internship_programme/items/2653.php).

### Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line recruitment system available at <http://unfccc.int/secretariat/employment/recruitment>. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.

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