



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

Mitigation Division  
Intergovernmental and Stakeholder Interaction subdivision

Application deadline	Announcement number	Duration of assignment
13 January 2023	22/Intern44/Mitigation	Four to six months

**Background**

The UNFCCC secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. UNFCCC stands for United Nations Framework Convention on Climate Change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement. The main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above pre-industrial levels.

Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

This position is located in the Regional Support and Stakeholder Interaction unit (RSSI) on the Mitigation Division of the UN Climate Change in Bonn, Germany.

RSSI establishes, manages and strengthens relationships and partnerships with external stakeholders, including key regional stakeholders and partners, to strengthen the use of the mechanisms and their integration in national climate policy. The unit is responsible for the management of the [regional collaboration centres](#) (RCCs), including RCCs overall administration, strategic and technical development, workplan development, communications, relationship management with hosting partners and stakeholder engagement.

**Objectives of the internship assignment**

Under the direct supervision of the Team Lead of RSSI and the general guidance of the Director of the Mitigation division, the intern will perform a range of activities related to communication and outreach related to the activities of the RCCs, including but not limited to:

- Assisting with outreach and communication via social media, drafting internal and external news articles and other appropriate channels to make the work of the subdivision widely accessible;
- Providing communication assistance to events and meetings through drafting pre-event outreach materials, taking notes during events, and preparing post-event summary notes;
- Producing video and audio contents and infographs to extend the reach of the work of the sub-division to diverse stakeholders and contributors;
- Maintaining and regularly updating the RCC webpages;
- Assisting in the research and preparation of written content for blogs, media and other platforms to increase the visibility of the work of the RCCs;



- Assisting with targeted social media campaigns and in the preparation of social media products such as postcards, videos, etc.;
- Monitoring and analyzing statistics related to RCC social media content.

### Timeframe

**The internship is for a period of four to six months** within the period between January and December 2023. The exact period will be determined based on the availability of the intern and the needs of the division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

### Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate or in a Graduate or Master's programme at a recognized university in fields such as **public relations, journalism, media or related disciplines at the time of application and for the duration of the internship**. Other fields of study will be considered, provided that candidates have prior substantial experience in (social media) communications.
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

### 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 can either work **remotely** with their own computer/internet access, or **in-person** (preferable option) at the UNFCCC premises in Bonn,



Page 3

Germany on a full-time basis (40 hours per week). For more detailed information about UNFCCC Internship programme please visit the internships 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 available at <http://unfccc.int/secretariat/employment/recruitment> and **include a cover letter**. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: **13 January 2023**.

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