



**United Nations**  
Framework Convention on  
Climate Change

**Internship assignment**

**Conference Affairs division**  
**Document Management unit**

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
7 February 2026	26/Intern01/CA/Document Management.	August 2026	3 months	On-site

**Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the multilateral political process for addressing climate change. The UNFCCC secretariat supports the Convention, the Kyoto Protocol and the Paris Agreement through a range of activities, including providing substantive and organizational support for 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 Document Management unit in the Conference Affairs division of the UNFCCC secretariat compiles conference documentation forecasts for transmission to the United Nations Office at Geneva (UNOG), edits and proofreads official and other documents and publications, manages documentation systems and tools, ensures the timely submission of official documents to UNOG and their publication on the UNFCCC website, provides guidance to staff and management on documentation and editorial and technical issues, etc.

**Objective of the internship and responsibilities**

Under the direct supervision of the editors in the unit, the intern is to provide support with the editing, proofreading and revising of documents, including:

- Ensuring accuracy and conformity with UNFCCC and United Nations (UN) editorial policy and style taking into account the politically sensitive nature of many of the documents.
- Clarifying ambiguities, correcting substantive errors, and verifying the accuracy of official and technical terminology and document references in consultation with authors and through research.
- Revising text to ensure clarity, eliminating redundant or inappropriate material, improving flow and consistency, and checking the format for conformity with UNFCCC and UN guidelines.

**Minimum requirements**

Candidates **must be enrolled** in the final year of an undergraduate (bachelor's) degree or in graduate-level studies (master's or PhD) at the time of application and for the duration of the internship assignment. Studies should be in the field of **editing or translation**.

Candidates should have native-level knowledge of English (oral and written), possess strong editing and revising skills and be proficient in the use of relevant software.

**Time frame**

The internship will last three months, from 17 August 2026 to 13 November 2026. The selected candidate is expected to complete part of the internship on site at the UNFCCC secretariat premises in Bonn, Germany, and part of it remotely (see internship conditions below).



### Technology requirements

For the remote component of the internship, candidates will require a **laptop or desktop PC** with Windows 10 or newer and a **reliable high-speed Internet** connection. A Microsoft Office 365 license will be provided by the UNFCCC secretariat to enable the candidate to access official email and applications such as Word.

Further computer requirements:

- A regularly updated antivirus application;
- A regularly updated Internet browser;
- Enabled Windows updates.

In addition, a **mobile phone** will be required to enable multifactor authentication 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 at the UNFCCC secretariat are not considered staff members. The selected intern will work **on a full-time basis** (40 hours per week) during the on-site portion of the assignment and on a part-time basis (negotiable) while remote. For more information about the UNFCCC internship programme, please visit the [internship section on the UNFCCC website](#).

### Application procedure

Candidates who are interested in this assignment and meet the minimum requirements must use the [online application system](#) and include a cover letter. Only candidates under serious consideration will be contacted for an interview.