



United Nations
Framework Convention on
Climate Change

Remote Internship Assignment

Intergovernmental Support and Collective Progress Division
Collective Progress Sub-division

Application deadline	Announcement number	Duration of assignment
28 February 2023	22/Intern41/ISCP-Data	Three to six months (six months preferred)

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC 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 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.

This position is located with the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress Division, and more specifically the global stocktake/ technical dialogue under the Paris Agreement.

Objective of the remote internship and responsibilities

The intern will work with the members of the collective progress sub-division and under the supervision of the programme officer responsible for the work on the global stocktake/technical dialogue. The intern is expected to contribute to the workstream on the global stocktake/technical dialogue.

Primary tasks include:

- **Support to the intergovernmental process**
 - Assisting in the preparations for negotiations on matters relating to the global stocktake/technical dialogue under the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation, including preparing background documents, speaking notes and other relevant material;
 - Supporting relevant in-session meetings and consultations to gain understanding of issues, keeping excel spreadsheets and logistics documents up to date
 - Coordination with the collective progress, ICT and communications teams to synthesis and analysis the global stocktake submissions, including relevant data entry as needed
 - Assist colleagues with the collection and storage of data and information from various sources as input for the global stocktake portal, such as synthesis reports
 - Support content of internal database and excel spreadsheets and their alignment with the portal
- **Contributing towards the organization of relevant meetings and events:**
 - Assisting in the preparations for inter-sessional and in-session events on the global stocktake technical dialogue, including liaison with participants, agenda preparation, note taking and report writing;
 - Participating in relevant meetings and virtual events, with a view to gain understanding of issues and support coordinated action.



- **Supporting communication and outreach activities:**
 - Providing communication assistance to events and meetings through drafting pre-event outreach materials, taking notes during event, and preparing post event communication material.
- **Other related activities as needed.**

Timeframe

The internship is for a minimum period of three and maximum of six months within the period April 2023 to December 2023. The exact period will be determined based on the availability of the intern and the needs of the division.

The selected intern can either work **remotely** with their own computer/internet access, or **in-person in Bonn**, on a full-time basis (**40 hours per week**).

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 a topic related to climate change (such as **natural, political or social science, sustainable development, international relations**, or a related discipline) are an asset.
- Previous experience in data analysis and synthesizing, either through work experience or studies, is a requirement
- 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 science communications are an asset.
- **Strong Office 365 skills (particularly excel)**

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



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(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.