United Nations
Framework Convention on
Climate Change

Internship Assignment

Operations Coordination Division
Records Management Team

Application deadline	Announcement number	Expected date	Duration of assignment
5 March 2023	23/Intern21/OC-Records Management	As soon as possible	Three 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 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.

The **Operations Coordination** in the Operations Department is to ensure the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and Executive in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It is to ensure that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates, and taking a coherent secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

Objective of the internship and responsibilities

The internship, which can be a remote or in-person internship or a combination of both modalities, is in the Records Management (RM) Team within the Operations Coordination. The RM Team is to ensure that Information and Records Management services are in place to assist the operation of UNFCCC secretariat in an efficient and effective manner. It is to ensure the systematic and consistent control of records throughout their lifespan, as evidence of and information about business activities and transactions, and to preserve, maintain, and provide access to the records of United Nations Framework Convention on Climate Change thereby providing insight into its history and institutional memory and identity. The RM team works collaboratively with the Information and Communication Technology Services (ICT) Section in AS/HR/ICT Division in the design and deployment of systems serving all UNFCCC secretariat staff, and external users as appropriate.

Under the direct supervision of the Records Management Officer, the intern is to provide support to a wide range of records management and archival activities. The detailed tasks to be carried out by the intern are listed below:

- Support the implementation of digital preservation system
- Support the implementation of archives management system and on-line archives access platform

- Support the data migration project
- Catalogue, index, describe, digitize, and organize information resources
- Support archival appraisal and disposal processes
- Perform other related duties as required

Minimum requirements

Candidates should be enrolled in the last year of an undergraduate degree or in graduate level studies at the time of application and for the duration of the internship assignment. Studies should be in the field of **Archives, Records, or Information Management Studies**, or in the areas of **library, business administration or in the field of climate change and sustainable development**. Candidates should have working knowledge of English (oral and written) and the ability to describe records accurately and consistently in English. Strong analytical and research skills will be an asset. Fully proficient computer skills and knowledge about new information technologies will be an advantage.

Timeframe

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

Computer requirements

For the remote component of the 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 a 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 **on a full-time basis** (40 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 an interview.