



Internship Assignment

Finance, Technology and Capacity-building (FTC) Programme Climate Finance and Capacity-building subprogramme

Announcement number	Duration of assignment	Duty Station
17_Intern05_FTC	Three to four months	Bonn, Germany

Do you want to experience what it is like to work for the United Nations Climate Change Secretariat?

Are you ready to learn how to support international negotiations on climate change?

Are you interested in engaging with representatives of intergovernmental and non-governmental organizations involved in climate finance and in building capacity to take effective climate change action?

Background

The **United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The **Finance, Technology and Capacity-building (FTC) programme** supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Objectives of the internship assignment

You will be working in the Climate Finance and Capacity-building subprogramme within the Finance, Technology and Capacity-building programme, and provide support to the intergovernmental negotiations on issues related to Climate Finance and Capacity-building, including meetings of the Standing Committee on Finance, of the Paris Committee on capacity-building and of the Durban Forum on Capacity-building.

The particular functions are assisting the Climate Finance and Capacity-building Team Leaders in:

- Drafting technical notes and/or summaries as per the guidance provided by supervisors;
- Taking notes of substantive discussions during meetings of the Standing Committee on Finance, the Paris Committee on capacity-building and the Durban Forum on Capacity-building;



- Providing substantive and logistical support to the preparation and convening of the following finance and capacity-building in-session events during the Bonn Climate Change Conference in May 2017:
 - In-session workshop on long-term finance: collecting information for the preparation of the workshop with regard to its programme, communication and reporting;
 - First meeting of the Paris Committee on Capacity-building and sixth meeting of the Durban Forum on Capacity-building;
- Assisting in the preparation of the 2017 forum of the Standing Committee on Finance by conducting relevant research for the development of the programme and background documents;
- Undertaking targeted research and gathering information to support the reviews of the Adaptation Fund and the Financial Mechanism of the Convention, as per guidance provided by supervisors;
- Identifying, analysing and compiling information submitted by United Nations Agencies, multilateral organizations and admitted observer organizations to be uploaded in the web-based Capacity-building Portal, and ensure that the data are accurately presented;
- Assist the Climate Finance and Capacity-building subprogramme in other tasks as they may arise.

Timeframe

The internship is for a minimum of three months within the period between **15 February** and **15 June 2017**. The exact period will be determined based on the availability of the intern and the needs of the Climate Finance and Capacity-building subprogramme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance.

Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a Master's programme at a recognized university at the time of application and for the duration of the internship. Candidates must be fluent in English (both oral and written), have strong writing and note-taking skills, and experience on performing targeted research; experience in the organization of events/meetings/workshop is desirable. Studies in the fields of economics and finance, sustainable development, international relations and communications with a focus on climate change and environment are preferred.

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 internship section on our recruitment webpage:

https://unfccc.int/secretariat/internship_programme/items/2653.php.



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Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to internship@unfccc.int with the subject line: “Application: Internship, Climate Finance and Capacity-building subprogramme” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.
