



Internship Assignment

Communication & Engagement (C&E) Division
Climate Action Engagement & Recognition

Application deadline	Announcement number	Expected date	Duration of assignment
5 April 2024	24/Intern15/CE- Stakeholders Engagement	As soon as possible	Four 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 environmental issues of our time.

UN Climate Change's **Communication and Engagement** division serves multiple objectives, including communicating authoritative, relevant and timely information to governments, key stakeholders and the public regarding the secretariat's process and action on climate change, with an emphasis on building support among all stakeholders to facilitate increased climate action and ambition.

Objective of the internship and responsibilities

The Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires a wide range of programmes of work to spur broad-based actions by non-Party stakeholders.

The UNFCCC has several areas of work aimed at spurring and recognizing that action: the Marrakech Partnership for Global Climate Action framework for mobilizing transformational action; sectoral engagement with the fashion and sports sectors. The secretariat also facilitates the engagement of observer organizations that closely follow and provide inputs to the formal negotiation process to strengthen the support to Parties in the implementation of the Paris Agreement.

Come and help us to be part of the Paris outcome, learn the latest on these important areas of work to ensure its success and lend your views. This internship assignment is within Climate Action Engagement of the Communication and Engagement division, supporting activities related to the engagement, visibility and recognition of climate action by all actors (national policy makers, businesses, investors, local governments, civil society organizations etc.). This work comprises relationship management, data management, workshop organization, research and analysis of several types of data as well as facilitation of observer engagement in the negotiation process. Under the direct supervision of a member of the Engagement team, the intern will work to on a variety of activities for Global Climate Action and in support of the High-Level Champions in the framework of



the Marrakech Partnership and/or policy development for observer engagement in the negotiation process.

Particular functions may include (but not limited to)

- Provide support to the team in the organization of meetings and workshops aimed at facilitating the strengthening of relationship between Parties and NPS including through sharing of information, facilitating networking, etc. Events may include COPs and RCWs
- Building on the existing networks, support the engagement and recognition team overall engagement with existing key stakeholders in the thematic areas; including by ensuring efficient and regular communication with key partners and stakeholders.
- Support the organization and assessment of the stakeholder's intelligence by consolidating large datasets from multiple sources, performing quality control checks, seeking clarifications and adjusting the data to the required standards when necessary;
- Conduct research to obtain relevant background information and updates on climate action of non-Party stakeholders, especially in relation to their public commitments;
- Support the organization of events, exhibits and workshops; Provide support to the engagement activities with various stakeholders, such as video conferences and meetings.
- Develop and update databases for stakeholder's engagement;
- Support activities relating to stakeholder engagement in the intergovernmental negotiation process.

Learning Areas

During the period of the internship, the intern will develop a deep understanding of:

- Stakeholder engagement, including climate action opportunities and activities by NPS;
- Intergovernmental negotiation process including the Paris Agreement and its aims;
- The Sustainable Development Goals (SDGs) and their linkage with climate change;
- Development of communication materials;
- Data management.

Timeframe

The remote internship is for a period of minimum four months to maximum six months, starting from April 2024. The exact period will be determined based on the availability of the intern and the needs of the Engagement sub-division.

Minimum requirements

- Candidates must be enrolled at a recognized university (last year of bachelor or any year of Master or PhD studies) at the time of application and for the entire duration of the internship, preferably in **environmental science, international development, political science, economics, international law, engineering, public relations** or a related field;
- Language skills: Fluency in both written and verbal English is essential; other UN languages is an asset.



- General requirements: proficiency in MS Office (Word, Excel, PowerPoint); experience in reading technical documentation; use of databases, strong analysis and research skills and attention to detail.

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 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 a telephone interview.