



## Internship Assignment

Adaptation Programme  
Impacts, Vulnerability and Risks subprogramme

Application deadline	Announcement number	Duration of assignment
21 January 2018	17/Intern66/Adaptation-IVR	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 by 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.

The Adaptation Programme leads the work related to addressing the adverse effects of climate change and that relates to the science of climate change at the Climate Change Secretariat. The Impacts, Vulnerability and Risks (IVR) sub-programme consists of three work streams under the Adaptation Programme: the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (L&D) and the local communities and indigenous peoples platform.

**The work of the NWP** includes engaging a growing network of stakeholders in sharing their experiences and expertise, capturing and synthesizing the latest information and knowledge on key adaptation issues, enhancing the science-policy-practice interface to close the identified knowledge gaps, and disseminating knowledge and fostering learning to inform climate change adaptation policies and practices at the regional, national and subnational levels through a diverse range of modalities. Further details on the NWP can be found at: <http://www.unfccc.int/nwp>.

**Work on the local communities and indigenous peoples platform** focuses on implementing three core functions of the platform: knowledge; capacity for engagement; and climate change policies and actions. The first activity of the platform will be a multi-stakeholder workshop on implementing the three functions of the platform in 2018. Further details on the platform can be found at: <http://www.unfccc.int/10475>.

### Objectives of the internship assignment

The intern will work with the members of the IVR sub-programme and under the supervision of the lead officer for the two workstreams: the NWP and the local communities and indigenous peoples platform.



### The particular functions are:

The intern will perform a range of activities related to knowledge management, organization of events and virtual webinars, technical support tasks, and communication and outreach, under the purview of the two workstreams, including:

- Compiling and analyzing background documents to assist in the preparation of mandated documents and knowledge products;
- Conducting quantitative analysis of data/information and assisting in the production of infographics as input to the documents and knowledge products;
- Assisting in organizing workshops, events, webinars and interviews under the purview of these two workstreams;
- Assisting the implementation of the Lima Adaptation Knowledge Initiative (LAKI), including providing support to the organization of priority-setting workshops, disseminating workshop outcomes and conducting LAKI stakeholder outreach and engagement;
- Assisting in preparing and designing newsletters, and other communication products, including providing support in designing and producing infographs, invitations, flyers and banners;
- Maintaining and improving relevant sections of the webpages of the two workstreams within the UNFCCC website;
- Providing support to the NWP Adaptation Knowledge Portal, including the development of new content, reviewing and repurposing existing materials, compiling and disseminating relevant knowledge products from the NWP partners and other relevant organizations;
- Assisting with social media communication and outreach, which entails preparing new and updating existing written outputs such as featured articles, Tweets, Facebook/Instagram posts, to showcase climate action implemented under the NWP and the local communities and indigenous peoples platform, as appropriate, and by its partner organizations, as needed; and assisting with targeted social media campaigns and preparing social media kits, including for specific groups of NWP partner organizations;
- Contributing towards the organization and delivery of the Adaptation Programme's activities, including actively participating in relevant meetings and events, with a view to gain understanding of issues under other adaptation work streams, the workings of the UNFCCC and its organizational culture;
- Assisting in activities requested by IVR sub-programme manager and Adaptation Programme director as needed.

### Timeframe

The internship is for three to maximum six months, **within the period between 01 February 2018 and 31 December 2018**; the exact period will be determined based on the availability of the intern and the needs of the subprogramme. There is the possibility of an extension, subject to the intern's 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) and have strong writing and note-taking skills. Studies in the fields of climate change, economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change, are preferred. The candidate should be able to work in a multi-cultural and multi-disciplinary environment and. Skills in infographics, photography and videography, communications including social media are an advantage.

### **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](#).

### **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. Closing date for application: **21 January 2018**.