



## **Internship Assignment**

### Administrative Services (AS) Programme Knowledge Management Team

Announcement number	Duration of internship
17/Intern012/AS_Knowledge Management	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 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 mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the work programme and the mandated activities of the secretariat, to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

The Knowledge Management sub-programme is accountable for providing advice and support to build an internal working culture based on collaborative work practices, and sharing organizational knowledge and information across the UNFCCC.

### **Objectives of the internship assignment**

The intern will work in the Knowledge Management under the direct supervision of the Associate Knowledge Manager, and within a team comprising the Chief of the Knowledge Management team, the Knowledge Management Officer, and the Associate Internal Communications Officer, and will provide support to a wide range of information retrieval and content classification initiatives.

### **The particular functions are:**

- Monitoring and tracking user retrieval patterns through search analytics, site analytics, and user experience text cases;
- Researching industry best practices associated with intranet deployments, findability, linked data and taxonomy integration, taxonomy management, metadata management, and content governance;
- Providing assistance to the organization and planning of taxonomy maintenance committee meetings, card sorting sessions, and committee initiatives;
- Providing assistance to content audits that aim to improve the ease with which secretariat content is retrieved;
- Supporting event planning for knowledge management-related activities;
- Supporting taxonomy and metadata training and awareness-raising initiatives for staff, including writing, editing and publishing articles and handouts;



- Contributing to the development of internal communications campaigns and communications supporting taxonomy, metadata, linked data, information governance, and knowledge exchange activities; and
- Attending and supporting taxonomy and metadata meetings and planning sessions with other UN agencies, or related initiatives.

### Timeframe

**The internship is for a minimum period 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.

### Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a recognized university for a Master's programme at the time of application and for the duration of the internship assignment. Candidates should have working knowledge of English (oral and written). Studies in the fields of Internal Communications, Information Studies, Usability Studies, Knowledge Management, or Business Management will be an asset. Specific training or experience with linked data, taxonomy management, and enterprise search are an advantage. Skills in organizational learning and media design are also 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 internships section on our recruitment webpage:

[https://unfccc.int/secretariat/internship\\_programme/items/2653.php](https://unfccc.int/secretariat/internship_programme/items/2653.php)

### Application procedure

Candidates who are interested in this assignment and meet the minimum requirements must use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> and include a cover letter. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.