



Internship Assignment

Administrative Services (AS) Programme
Human Resources Unit (HRU)
Talent Acquisition Team

Announcement number	Application deadline	Duration of assignment	Expected starting date
18/Intern21/AS-HRU-Talent Acquisition	21 May 2018	Three to six months	1 June 2018 or as soon as possible

Background

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

The mandate of the **Administrative Services** programme is to provide overall facilitation, support and guidance to the secretariat at large in the utilization and management of human, financial and other resources, for the continued implementation of the core work and the mandated activities of the secretariat, to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the Climate Change secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Organizational setting and reporting

Under the overall supervision of the Head of the Talent Acquisition team, the intern will work with all members of the Human Resources unit who are involved in recruitment related tasks.

The particular functions are:

The intern is expected to perform a range of research, compilation and drafting-related tasks, including but not limited to:

- Assist in the review of existing UNFCCC recruitment-related policies, tools and standard operating procedures (SOP's) relating to recruitment;
- Compare Rules and Regulations with Best Practises in similar organisations;
- Support the development of new policies, SOPs and guidelines with respect to recruitment, consultancies, individual contractors and gratis personnel;
- Assist in the development of recruitment guidelines and electronic workflow processes relating to Special Service Agreements;
- Support the review and revision of the current format of vacancy management with a view to increasing interest from specific target groups (e.g. women, underrepresented countries);



- Review the website content of the existing Talent Acquisition websites and support creation and drafting of revised, up-to-date webpages;
- Compile and analyse the responses from programme-related requests, and contribute to drafting recommendations on the findings, comments and FAQs, including website and social media presence and communication;
- Engage in other Talent Acquisition-related tasks as needed.

Timeframe

The internship is for a period of minimum three to maximum six months. The exact period will be determined based on the availability of the intern, the needs of the programme, and the intern's on-going university enrolment and performance.

Requirements

- Candidates must have completed an undergraduate degree and be enrolled in a Master's or PhD 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). Knowledge of an additional UN language is an asset.
- Studies in the fields of Business Administration, Law, Communications, International Relations, Economics or related fields are preferred.
- Exposure to or experience in Human Resources, especially in Talent Acquisition/Recruitment and/or an international environment is an asset.

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.