



## Internship Assignment

Mitigation, Data and Analysis (MDA) Programme  
Transparency FrameworkTeam

Announcement number	Duration of assignment
18/Intern18/MDA – Mitigation and Transparency Support	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 Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

At COP 21, the Convention adopted the Paris Agreement with a view to strengthening the global response to climate change. Article 4 includes legal obligations for collective and individual mitigation action through a collective global goal and nationally determined contributions (NDCs). Mitigation action under the Convention will be implemented through this Article as well as articles relating to transparency, support and the global stock take.

The intern will be located in the Mitigation and Transparency Support (MTS) Unit. The overall purpose of the MTS is to support the intergovernmental processes, related negotiations of modalities, procedures and guidelines and to support matters relating to NDCs and transparency.

### Objectives of the internship assignment

You will be working in the Mitigation and Transparency Support (MTS) Unit of the Mitigation, Data and Analysis Programme (MDA), and provide support to the intergovernmental climate change process on issues related to NDCs and transparency.

### The particular functions are:

The intern is expected to contribute to the overall work of the MDA programme. He/she will perform a range of activities related to knowledge management and general technical support tasks, including but not limited to:

- Conduct research to obtain relevant background information and updates on climate action in the context of mitigation actions under the Convention and Paris Agreement;
- Assist in analyzing data, relevant for the implementation of the Paris Agreement and national determined contributions (NDCs);
- Assess, compile and format information and data, maintain internal databases and assist in the preparation of related reports;
- Assist with the generation of statistical tables and records, draft correspondence and other documents;
- Assist in organizing events and workshops, including administration and logistics, related to the mitigation and transparency activities conducted by the sub-programme;
- Support internal communication of the sub-programme;



- Support external communications of the sub-programme through development of communication materials and messaging, incl. social media;
- Assist in outreach activities, internal and external meetings, and other activities, as required;
- Support the MTS sub-programme to reach its goals to ensure MDA and secretariat operations meet the highest standards;
- Other duties may be assigned.

### Timeframe

The internship is for a period of minimum four months to maximum six months; the exact period will be determined based on the availability of the intern and the needs of the programme. There is the possibility of an extension, subject to the intern's on-going university enrolment and performance. The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

### 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 economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change 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](#).

### 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 May 2018.**