United Nations
Framework Convention on
Climate Change

Remote Internship Assignment

Administration and Operations Division
Human Resources Subdivision

Application deadline	Announcement number	Expected start date	Duration of assignment	No. of Openings	Modality
22 November 2026	26/Intern32/A&O/HR Sub-division	As soon as possible	6 months	1	Remote

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 issues of our time.

The Human Resources Management (HRM) supports effective workforce planning, talent acquisition, organizational culture and development, and HR administration in accordance with the UN Staff Regulations and Rules. Its work contributes to a diverse, inclusive and accountable secretariat that responds to evolving organizational needs.

Within HRM, this internship will support the recruitment of interns and administration of the internship programme, alongside HR policy implementation, particularly in the area of workplace conduct. The intern will also contribute to communications, awareness and training activities to help personnel understand applicable standards, their rights and responsibilities, and available reporting channels and support resources.

Objectives and learning outcomes of the internship

This assignment is designed to provide the intern with practical experience in human resources management, policy research and implementation, internal communications and learning initiatives in an international organization.

Under the direct supervision of the Human Resources Officer, the intern will:

- Support the administration of the internship programme, including preparing vacancy announcements, assisting with application screening and selection arrangements, and supporting onboarding and offboarding activities.
- Assist in updating internship guidance, templates, orientation materials and programme information to reflect changes to the internship framework, including stipend arrangements.
- Assist in preparing and updating policy implementation materials, including plain-language summaries, frequently asked questions, presentations and guidance on reporting channels, protection against retaliation and available support resources.
- Support the development and maintenance of intranet and external website content relating to relevant HR policies and the internship programme, including organizing information and checking the consistency of links and resources.

- Contribute to awareness campaigns and outreach activities by drafting communications and preparing digital content to promote understanding of workplace conduct standards and relevant HR initiatives.
- Assist in organizing policy consultation inputs, maintaining implementation trackers and documenting procedures to support HR coordination and process improvements.
- Perform other related tasks as assigned.

In addition, upon completion of the internship, the intern will have been able to contribute to administration of the internship programme, as well as the implementation of HR policies promoting a respectful and inclusive workplace.

Timeframe

The internship is for a period of six (6) months. The exact start and end dates will be determined by the secretariat based on the availability of the selected candidate and the organizational needs.

Requirements

- Applicants must, at the time of application, meet one of the following requirements:

  1. Be enrolled in a graduate degree programme (second university degree or equivalent, or higher, such as a MSc or PhD) at a recognised university, or have completed such a programme within the previous twelve (12) months;

  2. Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university, or have completed such a degree programme within the previous twelve (12) months.

- University studies shall be in Human Resources Management, Public Administration, Law, Project Management or a related field.
- Fluency in English is required.

Modality

The selected candidate must **perform the assignment remotely and comply with the workplace conditions set out below. No office space or equipment will be provided by the organization, and it will not be possible to modify the modality of the internship to on-site.**

Workplace Conditions

IT: As this is a remote internship, the selected candidate must have a **laptop or desktop PC** (with the Windows version indicated by our IT team) or **Mac** (with the latest macOS update), as well as a **reliable, high-speed internet** connection. An Office 365 license will be provided by

UNFCCC to enable access to official emails, SharePoint, OneDrive, and other necessary applications, such as Word and Excel.

Further computer requirements:

- An antivirus application which receives regular updates;
- An up-to-date web browser with automatic updates enabled;
- Automatic operating system updates enabled (Windows or macOS).

In addition, all interns must have a **mobile phone** to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

Interns must also:

- Furnish and maintain the remote workplace in a safe manner
- Ensure that adequate measures are in place to ensure system security when performing their work using any device
- Maintain workload and productivity standards as required for the performance of their internship.

Internship conditions

UNFCCC secretariat remote internships are not remunerated, and the selected intern will be solely responsible for all costs associated with the internship, including, but not limited to, equipment and internet connection. Interns of the UNFCCC secretariat are not staff members. The selected intern will undertake the internship **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

Applicants who are interested in this assignment and meet the minimum requirements must use the on-line application system, **include a cover letter and attach the documents required to prove their eligibility** (e.g., proof of enrolment or degree obtained with completion date). Due to the high number of applications, only shortlisted candidates will be contacted for assessment.