



## Internship Assignment

Means of Implementation Division  
Capacity-building subdivision

Application deadline	Announcement number	Duration of assignment
6th August 2023	23/Intern41/ MoI_PCCB Capacity-building Hub	Six months (remote or in-person)

## 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 historic 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 environmental issues of our time.

The Means of Implementation (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The internship post is located in the Capacity-building sub-division which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB) and other capacity-building projects. The internship can be remote or in-person.

## Objectives of the internship assignment and responsibilities

The internship post is located in the Capacity-building Subdivision within the MOI Division. The intern will support the organization of the Paris Committee on Capacity-building (PCCB)'s 5th Capacity-building Hub at COP 28. Depending on the intern's skillset and background, the intern will support some or all of the following activities:

- Supporting the assessment of the Expressions of Interest received and coordinating with event organizers to provide guidance on the logistics, registrations, virtual participation and website updates
- Developing visual outreach materials including brochures, flyers, videos and infographics for the 5th Capacity-building Hub and conducting outreach
- Designing and maintaining the 5th Capacity-building Hub webpages and particular event pages
- Note-taking and collecting quantitative and qualitative data to write the 5th Capacity-building Hub summary report
- Developing concept notes, speaking notes, outcome articles, and surveys for events at the Hub
- Performing other tasks as needed



## Learning areas

During the internship period, the successful applicant will develop a deep understanding of the UNFCCC process and the landscape of capacity-building actors under and outside the Convention and the Paris Agreement. The intern will also be able to further develop their skills related to network development, stakeholder engagement, analytical thinking, drafting, meeting organization, and digital communications. Online training will be available during the internship to support the intern's career development.

## Timeframe

The **internship** is for a period of six months, starting in August 2023. The exact period will be determined based on the availability of the intern. The selected intern can either work **remotely** with their own computer/internet access, or **in-person** in Bonn. Those applying to work remotely, should be located in a time zone no more than +/- 2 hours from Central European Time.

## Minimum requirements

- Candidates should preferably have completed an undergraduate degree and must be enrolled in a Master's or doctorate programme at a recognized university at the time of application and for the duration of the internship. If on an undergraduate course, they must be enrolled in the last year of studies and should demonstrate substantial relevant experience and skill in the required areas;
- Candidates must be fluent in English (both oral and written) and have strong research, analytical and writing skills.
- Preference is given to candidates studying in the fields of economics, development studies, environmental sciences, international relations, communications or other related fields with good understanding of climate change.
- Strong design, communication and social media skills are an advantage.

## Computer requirements

For a remote internship, candidates will require a **laptop or desktop PC** (with Windows 10 or newer) or **Mac** (with the latest MacOS update), as well as a **reliable, high-speed internet** connection. An Office 365 license will be provided by the UNFCCC to enable the candidate to access official emails, SharePoint, OneDrive and other office applications, such as Word and Excel.

Further computer requirements:

- An antivirus application which receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with Windows laptop or PC.

In addition, a **mobile phone** will be required to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

For an in-person internship, desk space and IT equipment would be available.



## 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 remotely or in person 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

Candidates who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#) **and include a cover letter**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered.

Qualified candidates are encouraged to apply regardless of their cultural background, nationality, gender or sexual orientation.

Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or video interview. Closing date for application: **6<sup>th</sup> August 2023**.