



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

Mitigation Division  
NDC, LT-LEDS, Technical Support Unit  
subdivision

| Application<br>deadline | Announcement number | Duration of<br>Assignment |
|-------------------------|---------------------|---------------------------|
| 21 May 2025             | 25/Intern13/M-TSU   | 6 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, the 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.

This internship is located in the NDC, LT-LEDS and technical support unit of the Mitigation Division of the UN Climate Change in Bonn, Germany which support Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase.

The NDC Technical Support unit provides technical advice and support to Parties on; the preparation and communication of nationally determined contributions (NDC); and the preparation of long-term low greenhouse gas emission development strategies (LT-LEDS). The unit also advises on, and facilitates technical support to all Parties, in particular developing countries Parties, in the implementation of mitigation actions, including in those actions and policies reported through NDCs as well as through national communications and biennial transparency reports. In addition, with a view to assisting Parties in ensuring their national strategies and policy actions are well-informed and effective, the unit facilitates the exchange of information and knowledge concerning sectoral and cross-sectoral initiatives and activities across policy, finance and technology

**Objectives of the internship assignment**

The intern will work with the NDC and LT-LEDS Technical Support Unit (TSU) under the guidance of the Team Lead of the Unit and will support the implementation of the workplan of the TSU. This includes supporting activities on NDCs development and implementation, UNFCCC – NDC Partnership's Holistic Approach joint Project (HAP), selected activities with UNFCCC Regional Collaboration Centres (RCCs), as well as undertake techno-economic policy research and analysis on energy transition and industrial decarbonization.

The intern will have the opportunity to gain experience in supporting the Unit with a variety of substantive and operational tasks, from collaboration on analysing, researching, and producing technical documents and reports to supporting on coordinating and organizing relevant events, data and information management, as well as engagement activities. Under the supervision of the project coordination team, the intern will gain experience in supporting the HAP project with a variety of operation and project management tasks, including actively collaborating on specific pilot country work, from research and analysis of country data to verification of country documents, administrative support, coordination of meetings and travel arrangements.



They will carry out a range of related activities, including, but not limited to:

- Support in the preparation of briefing notes, analyses, documentation, communications and reports relevant to work on NDCs and LT-LEDS, and broader mitigation policy research, including with a view to support joint collaboration between the UNFCCC Secretariat and the NDC Partnership Support Unit;
- Support the planning of workshops and consultations with pilot country members of the HAP Joint Project;
- Assists in the development and preparations for inter-sessional and in-session events on mitigation topics such as NDCs, LT-LEDS, HAP, energy transition and industrial decarbonization, including through conducting literature reviews, preparing agendas, support to logistical coordination, note-taking, and post-event reporting;
- Supports in the areas of work related to knowledge management including maintaining excel databases, keeping substantive and logistics documents up to date, as well as preparation of reports ensuring linkages with the NDC Partnership Support Unit;
- Participate in regular meetings of the NDC Partnership Support Unit, interacting with international organizations that are members of the Partnership and countries engaged in the initiative;
- Support technical work of the unit on linkages of NDCs/LT-LEDS with specific topical areas such as energy transition, industry and transport decarbonisation, and climate finance;
- Assist in the compilation, evaluation, formatting, and presentation of information and data on mitigation policies;
- Assist with any tasks relating to media and communication, both within the secretariat and to external stakeholders, including by preparing input for articles on the outcomes of meetings and events and preparing and updating relevant web pages;
- Assisting in other activities as requested.

### Timeframe

**The internship is for six months** within the period between July 2025 to end of February 2026. The exact period will be determined based on the availability of the intern and the needs of the division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

### Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate or in a Master's programme at a recognized university at the time of application and for the duration of the internship. Studies in the fields of **political science, development studies, environmental sciences, international relations, economics, energy policy/economics or other related fields**, with good understanding of climate change and the energy transition, are preferred.
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.



- Candidates must have good knowledge of research and data collection. Experience in coordination and events is an asset.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

### Computer requirements

For an in-person 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.

### 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 preferably work in-person at the UNFCCC premises in Bonn, Germany on a full-time basis (40 hours per week). For more detailed information about UNFCCC Internship programme please visit the internships 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 an online interview.