



Internship Assignment

Mitigation, Data and Analysis (MDA) Programme
Mitigation Implementation Support (MIS) Unit

Announcement number	Duration of assignment	Duty Station
17/Intern48/MDA- MIS	Four to six months	Bonn, Germany

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 Mitigation, Data and Analysis (MDA) Programme and its Mitigation Implementation Support unit supports the intergovernmental negotiations as well as the implementation on matters relating to NDCs.

Objectives of the internship assignment

The individual will gain experience in working in an intergovernmental organization with information, documents and records management in an international environment, while improving their knowledge and skills for managing and analyzing electronic information related to mitigation and transparency actions and policies.

Under the direct supervision of the programme officer, the intern will support the Mitigation, Transparency Support (MTS) sub-programme.

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 policy and climate action in the context of mitigation actions under the Convention and Paris Agreement;



- Assist in analyzing climate policy and climate cooperation information and data, relevant for the implementation of the Paris Agreement and national determined contributions (NDCs);
- Assess, compile and format climate policy and cooperation information and data, maintain internal databases and assist in the preparation of related reports;
- Assist with the generation of statistical tables and records, draft and type 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 communications 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 MIT 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 internships section



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on our recruitment webpage:

https://unfccc.int/secretariat/internship_programme/items/2653.php.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line recruitment system available at <http://unfccc.int/secretariat/employment/recruitment>. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.
