



## **Remote Internship Assignment**

Mitigation division  
Regional Support and Stakeholder Interaction

Application deadline	Announcement number	Duration of assignment
19 October 2021	21/Intern30/M-Regulatory Framework Implementation	Six months between October 2021 and April 2022

### **Background**

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The 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.

The Mitigation Division leads developing and implementing innovative approaches to enhance engagement and effectiveness of action to mitigate climate change and drive sustainable development. The Mitigation Division operates four key streams of work: (i) the regulatory framework for the cooperative approaches that are part of Article 6 of the Paris Agreement and for the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET); (ii) the intergovernmental and stakeholder interaction in relation to mitigation matters; (iii) the implementation of the National Determined Contributions (NDCs) and Long Term-Low Emission Development (LT-LEDs), and (iv) the constituted bodies and data services such as the CDM Executive Board and the CDM Registry.

The UN Climate Change Global Innovation Hub (UGIH) is a project, originated under the regulatory framework stream of work of the Mitigation Division. The UGIH supports the 1.5 oC Paris Agreement target with the aim of expanding the innovation space to respond to current core human needs by enabling transformative solutions. The first phase of the project is to launch a call to find out the 'core needs' of in urban areas; the second phase the project is to identify potential solutions to address those needs and the third phase, is to fill the gap by creating a space where demand, financing and supply of climate solutions can meet .

### **Objective of the internship and responsibilities**

The internship assignment is with the Regulatory Framework Implementation sub-division of the Mitigation Division. The key objective of the internship is to support the first two phases of the project by managing the information received from the call of core needs and by identifying the potential solutions for such needs in a curation process. Under the curation process detail analysis of the potential solutions needs to be carried out in order to match to the core needs.



### The key functions are:

The UGIH is looking for candidates with strong analytical and communication skills. The tasks required to be performed by the intern are:

Support to process of analysis and management of the information received in two phases of the project; call for core needs and identification of potential solutions by:

- Developing and conducting surveys and prepare reports;
- Supporting the coordination with key stakeholders by drafting and/or sending emails and organizing meetings or teleconferences and preparing minutes;
- Maintaining and updating the UGIH database of core needs and potential solutions;
- Maintaining and update the SharePoint, Google Docs and any other system used to communicate internal and externally;
- Supporting the delivery of the virtual events;
- Liaising with other teams in the Mitigation Division and across the secretariat to coordinate activities related to UGIH; and,
- Preparing communication products used to promote the UGIH, such as brochures, presentations, videos and articles.

### Learning areas

During the period of the internship, a successful applicant will develop a deep understanding of the issues relating to major climate change and innovation players, the Paris Agreement and further develop their research and SharePoint skills. Online training will be available during the internship to support the intern's career development.

### Minimum requirements

- Candidates must be enrolled in the final year of an undergraduate degree or in a postgraduate degree at a recognized university at the time of application and for the full duration of the internship;
- Studies in the fields of **international relations, environmental policy and management, project and conference management, economics/finance, energy and environmental engineering/management, and business administration** are preferred;
- Candidates must be fluent in English (both oral and written). Knowledge of other languages is an asset. A working knowledge of other UN languages (e.g. Spanish, French) is desirable.

### Timeframe

**The internship is for a minimum period of six months;** the exact period will be determined based on the availability, performance and ongoing enrolment of the intern and the needs of the division. Candidates are therefore encouraged to apply at their earliest convenience, clearly



indicating in their cover letter the preferred time period and the duration of the internship. The selected intern will be home based.

### 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.

### 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 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. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.