



Internship Assignment

AS/HR/ICT Division
Administrative Services subdivision
Procurement, Travel and General Services unit

Announcement number	Application deadline	Duration of assignment	Expected starting date
24/Intern16/ASHRICT-PTGS Environmental Management System	8 April 2024	Four to six months	as soon as possible

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 Administrative Services, Human Resources, and Information and Communication Technology division delivers a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

The Administrative Services subdivision coordinates the preparation of the secretariat's budget and work programme, reports on its implementation, manages financial resources, develops financial and administrative policies and guidelines, manages procurement, premises and property, and makes travel arrangements. It consists of the Financial Resources Management Unit (FRMU) and the Procurement, Travel and General Services Unit (PTGS).

Organizational setting and reporting

Within the framework of the 2020-2030 UN System Strategy for Sustainability Management, UNFCCC is committed to developing and implementing an Environmental Management System (EMS) by 2025. The EMS will include centralized monitoring and reporting of environmental performance and integrate the secretariat-wide targets and a viable implementation plan into its environmental management processes.

The intern will work under the overall supervision of the Associate General Services Officer in the General Services team of PTGS, which is accountable for the management of the UNFCCC secretariat's facilities, space, property, mail & communications, local transportation services and environmental sustainability.



The particular functions are:

With the support of the Associate General Services Officer, the intern is expected to assist in the overall implementation of an Environmental Management System, by carrying on the following set of activities:

- a. Familiarization with the system and environment:
 - Research and familiarize her/himself with existing EMSs in the UN system and relevant international standards;
 - Research the specific context in which UNFCCC operates, its environmental impacts and opportunities for improvement, including the outcome and recommendations of the UNFCCC assessment/gap analysis conducted in 2023;
 - Work with key actors to define the modalities for the development of the EMS.
- b. Draft the EMS document, including an Environmental Action Plan as its centerpiece that specifies: critical intervention areas; actions that UNFCCC will undertake to reduce the environmental impacts of its operations, travel and events; resources and responsibilities, including reporting and communication plan;
- c. Implement the EMS: Act as secretary to the Environmental Management Team; support it in implementing, monitoring and measuring actions to achieve the intended outcomes of the EMS;
- d. Organize training for critical staff and staff at large to raise awareness.

Timeframe

The internship is for a period of minimum four to maximum six months. The exact period will be determined based on the availability of the intern, the needs of the project, and the intern's on-going university enrolment and performance.

Requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree **OR** in a Master's or PhD 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). Knowledge of an additional UN language is an asset.
- Studies in the fields of **sustainability, environment, process management, project management** or related fields are preferred.
- Exposure to or experience in an international environment is an asset.
- Excellent skills in office applications (Microsoft suits), including the emerging ones.
- Excellent writing skills
- Skills in data analysis with different tools and platforms.



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 on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany and/or remotely. 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.