



United Nations
Framework Convention on
Climate Change

Internship Assignment

**Communications and Engagement Division
Business Engagement Team**

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
29 AUGUST 2025	25/Intern26/CE/Business Engagement	September, 2025	3 months	<i>Remote</i>

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 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 issues of our time.

The Internship is in the Communications and Engagement division, which is responsible for UNFCCC public communications, and for catalyzing climate action among climate actors in governments, civil society and subnational organizations, through outreach, engagement and tracking of climate action.

Objectives of the internship

Under the direct supervision of Business Engagement Lead and working in close collaboration with initiative support teams, this assignment is designed to provide the intern with an opportunity to gain experience in global climate action, through the following tasks:

- Conduct research and analysis on national contexts, including compiling key climate-related policies and mapping stakeholders and initiatives relevant to decarbonization and adaptation in the fashion industry. This will contribute to the development of country profiles, with a focus on the Asia-Pacific region.
- Support quantitative and qualitative analysis of disclosure data from companies and organizations, including greenhouse gas (GHG) emissions, target tracking, and implementation of climate measures.
- Provide substantive support through research and stakeholder mapping for reports, publications, and the development and delivery of capacity-building activities on key topics such as decarbonization, climate finance, just transition and equity, adaptation, and transparency.
- Support the onboarding of new signatories to the initiative by carrying out administrative and communication tasks related to the due diligence process and correspondence.
- Assist in the development and design of communication materials, including newsletters, infographics, and briefing notes.
- Support additional tasks as needed, such as preparing meeting minutes and drafting summary notes

In addition, upon completion of the internship, the intern will have been able to contribute to initiatives including Fashion Industry for Climate Action, which facilitates collaboration within the



global fashion sector to take action to address climate change and to bring the fashion sector in alignment with the objectives of the Paris Agreement's 1.5-degree target and Sports for Climate Action, which brings together the global sports community to combat climate change, through commitments and partnerships according to verified standards, including measuring, reducing, and reporting greenhouse gas emissions.

Timeframe

The internship is for a period of three months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment *remotely complying with the IT requirements mentioned below.*

Minimum requirements

Applicants must, at the time of application, meet one of the following requirements: 1) Be enrolled in, or have completed within the previous twelve (12) months, a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in, or have completed within the previous twelve (12) months, the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

Other Requirements:

- University studies shall be in the field of as Sociology, Environmental science, Political science, Economics, Law or related.
- Working knowledge of English (oral and written) is required.
- Demonstrated excellent written and communication skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected 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 UNFCCC to enable the interne to access official emails, SharePoint, OneDrive, and other necessary 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 a Windows laptop or PC.

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



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Internship conditions

UNFCCC secretariat internships are not remunerated, and the selected intern will be responsible for all costs associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will work **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

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.