



Internship Assignment

Communications and Engagement Division

Application deadline	Announcement number	Expected date	Duration of assignment
15 March 2025	25/Intern08/CE Gender	March 2025 to March 2026	Four to six months

Background

UN Climate Change supports all aspects of the intergovernmental process to address climate change, including the implementation of the Paris Agreement and all global climate action including substantive and organizational support to meetings of the Parties.

The internship will be located in the gender team, which provides advice and guidance to secretariat management and staff on organisation issues related to gender equality and the empowerment of women. The team is located in the Communications and Engagement division, which serves multiple cross-cutting objectives like communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders to facilitate climate action and increase ambition. It also ensures that the communications work and engagement activities of the secretariat are driven by the outcomes of all processes and bodies.

The intern will also work closely with the Human Resources sub-division, which is accountable for providing effective workforce planning, strategic talent acquisition and organizational development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs.

UN Climate Change reports on the UN-SWAP and is in the process of updating its policies, reviewing and adjusting its structure and developing and implementing a Gender, Diversity and Inclusion strategy.

Objective of the internship and responsibilities

Interns will work under the direct supervision of the Programme Officer, the overall guidance of the Gender Team Lead and in close collaboration with the Human Resources sub-division to undertake tasks supporting the internally-focused ongoing activities and projects. This often includes identification of best practices, desk research as well as the writing of articles, background papers on different topics and collecting and analysing data related to gender, diversity and inclusion at the organizational level, including human resource management, organizational culture and change management. In determining the intern's assignments due consideration is given to the nature of the projects currently being undertaken in the programme.

Assignments may include specific tasks in one or more of the following areas:

- Internal communication on gender equality, inclusion and diversity related topics and processes;
- Assessment processes of staff's and management's capacities and awareness on gender, diversity and inclusion;



- Awareness raising and capacity building activities related to gender equality, inclusion and diversity;
- Researching good practice for the development of organisational strategies and action plans on gender, diversity and inclusion, including behaviour change;
- Supporting the development and implementation of a gender equality, diversity and inclusion strategy, including a robust reporting framework;
- Alignment and inputs to human resources and change management strategies with a gender, diversity and inclusion focus.

Minimum requirements

- Candidates **must be enrolled** in the last year of undergraduate (i.e. bachelor) studies, or in enrolled a graduate (Master or PhD) programme of studies at a recognized university in fields such as human resources management, change and diversity management or related disciplines at the time of application and for the duration of the internship;
- Understanding of organizational development and accountability mechanisms in a multicultural global institution and change management is a highly desirable;
- Strong theoretical and practical knowledge of gender equality, women's empowerment and diversity issues is an asset;
- Candidates must be fluent in English (both oral and written) and hold strong writing skills;
- Excellent computer literacy (Microsoft Office specifically Word, PowerPoint and MS Excel), strong analysis and research skills and attention to detail are required.

Timeframe

The internship is for a period of minimum four to maximum six months starting as soon as possible between March 2025 and March 2026. The exact period of the internship will be determined based on the availability of the intern and the needs of the programme. The maximum duration of the internship is six months, subject to the intern's continued university enrolment¹ and performance.

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.

¹ In line with the requirements set out above.



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** with their own computer/internet access, or **in-person** in Bonn 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 virtual interview.