



## Internship Assignment

### Executive Division Executive Support and Engagement unit

Application deadline	Announcement number	Expected date	Duration of assignment
18 June 2023	23/Intern28/E-Executive Support and Engagement	As soon as possible	Two to six months

### 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, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The **Executive Division** leads the secretariat in its response to the needs of Parties, ensuring overall coherence and providing strategic direction.

The secretariat of the United Nations Framework Convention on Climate Change (the “Convention”), the Kyoto Protocol and the Paris Agreement (the “secretariat”) seeks to engage in mutually beneficial collaborative partnerships with non-Party stakeholders, including the private sector, that share the values and principles enshrined in the United Nations Charter, the Convention, the Kyoto Protocol and the Paris Agreement, as well as internationally recognized principles concerning human rights, labour, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behaviour demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

### Objective of the internship and responsibilities

Assist the Executive Support and Engagement unit in the preparations for internal and external activities of the Executive Secretary.

### Tasks

- Assist in the preparation of the Executive Secretary’s outreach activities by providing research support and drafting of briefing material or reports as needed.
- Assist meetings, including the preparation of background information and taking notes.
- Assist the preparation of briefing books or other materials as needed.
- Draft, edit, and proofread documents of different natures.
- Use electronic databases and spreadsheets for compiling information pertinent to the Executive Secretary outreach activities.
- Other related tasks as defined by the Executive Support and Engagement unit.



### Minimum requirements

Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's programme at a recognized university at the time of application. The applicants must be fluent in English (both oral and written) and have strong writing skills. Knowledge of an additional UN language is an asset. Studies in the field of **public policy, public relations or political science/international relations** are preferred.

### Timeframe

**The internship is for a period of two to six months.** The exact period will be determined based on the availability of the intern, the needs of the sub-programme, and the on-going university enrolment. **The candidate is invited to indicate the preferred period of availability for the internship in the cover letter.**

### 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 either remotely or at the UNFCCC premises in Bonn on a full-time (40 hours per week) or part-time basis, depending on the duration of the internship. For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

### 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.

### 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 an online interview.