



### Remote Internship Assignment

Communication & Engagement (C&E) Division  
Climate Action Engagement & Recognition

Application deadline	Announcement number	Expected date	Duration of assignment
9 January 2022	21/Intern43/CE-Stakeholders Engagement	As soon as possible	Three 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 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 environmental issues of our time.

UN Climate Change's **Communication and Engagement** division serves multiple objectives, including communicating authoritative, relevant and timely information to governments, key stakeholders and the public regarding the secretariat's process and action on climate change, with an emphasis on building support among all stakeholders to facilitate increased climate action and ambition.

### Objective of the remote internship and responsibilities

Under a wide programme of work to spur and recognize private sector action toward climate action and neutrality, the Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires broad-based action.

The UNFCCC has several areas of work aimed at spurring and recognizing that action: the Marrakech Partnership for Global Climate Action framework for mobilizing transformational action; reporting and tracking climate action such as through the Global Climate Action Portal (GCAP) portal and via the Momentum for Change campaign, which spotlights and awards human touch success stories. The secretariat also facilitates the engagement of observer organizations that closely follow and provide inputs to the formal negotiation process to strengthen the support to Parties in the implementation of the Paris Agreement.

Come and help us to be part of the Paris outcome, learn the latest on these important areas of work to ensure its success and lend your views. This internship assignment is within Climate Action Engagement and Recognition Unit of the Communication and Engagement division, supporting activities related to the engagement, visibility and recognition of climate action by all actors (national policy makers, businesses, investors, local governments, civil society organizations etc.). This work comprises relationship management, data management, workshop organization, research and analysis. Under the direct supervision of the Team Lead in the Engagement team, the intern will work to on a variety of activities for Global Climate Action.



### Particular functions

- Support the organization and assessment of the stakeholder's intelligence by consolidating large datasets from multiple sources, performing quality control checks, seeking clarifications and adjusting the data to the required standards when necessary;
- Conduct research to obtain relevant background information and updates on climate action of non-Party stakeholders, especially in relation to their public commitments;
- Support the organization of events, exhibits and workshops; Provide support to the engagement activities with various stakeholders, such as video conferences and meetings.
- Develop and update databases for stakeholder's engagement;
- Develop succinct summaries of key data points for promotion and outreach;

### Learning Areas

During the period of the internship, the intern will develop a deep understanding of:

- The Paris Agreement and its aims;
- Stakeholder engagement, including climate action opportunities and activities by non-Party stakeholders;
- The Sustainable Development Goals (SDGs) and their linkage with climate change;
- Development of communication materials;
- Data management.

### Timeframe

**The remote internship is for a period of minimum three months to maximum six months**, starting from March 2022. The exact period will be determined based on the availability of the intern and the needs of the Engagement unit. Due to COVID-19, the selected intern will work remotely, and must have their own computer/internet access.

### Minimum requirements

- Candidates must be enrolled at a recognized university (last year of bachelor, alternatively Master or PhD studies) at the time of application and for the duration of the internship, preferably in **environmental science, international development, political science, economics, International law, engineering, public relations** or a related field;
- Language skills: Fluency in both written and verbal English is essential;
- General requirements: proficiency in MS Office (Word, Excel, PowerPoint); experience in reading technical documentation; use of databases, strong analysis and research skills and attention to detail.

### 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.