



Internship Assignment

Administrative Services (AS) Programme
Taxonomy and Knowledge Management

Announcement number	Application deadline	Duration of assignment	Expected starting date
19/Intern03/AS -Taxonomy and Knowledge Management	03 March 2019	Three 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 Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the work programme and the mandated activities of the secretariat, to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

The Knowledge Management sub-programme is accountable for providing advice and support to build an internal working culture based on collaborative work practices, and sharing organizational knowledge and information across the UNFCCC.

Objective

The intern will work in the Knowledge Management team, under the direct supervision of the Associate Internal Communications Officer. The intern will provide support to a wide range of information management, user experience and content strategy initiatives.

The particular functions are:

- Capturing web analytics related to search and content strategy;
- Supporting staff trainings on metadata, search, content strategy and other knowledge management initiatives, along with the development of supporting materials;
- Providing input for the development of information-finding campaigns, including, but not limited to: image and graphic design editing, communications and presentations, as well as gathering UX and information science research;
- Supporting taxonomy maintenance and compliance efforts, as appropriate;
- Supporting the review and correction of metadata usage;
- Supporting card-sorting, user experience (UX) workshops, and qualitative data collection activities;
- Supporting the implementation of knowledge exchange and data interoperability standards between the secretariat and secretariat knowledge partners; and
- Performing other duties as required.



Timeframe

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

Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled in a post-graduate programme at the time of application and for the duration of the internship assignment. Candidates must be fluent in English (both oral and written); demonstrate excellent writing and communication skills; and be able to work in a multi-cultural and multi-disciplinary environment. Studies in the fields of **communication, knowledge management, journalism, design, behaviour change, or public relations**, with a good understanding of climate change, are preferred. Specific training or experience in internal communications is an advantage. Skills in one or more of the following would also be an advantage: photography, videography, graphic design, event planning, creating learning objects, social media campaigns and behaviour change campaigns.

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. 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.