



## Remote Internship Assignment

### Human Resources Subdivision

| Application deadline | Announcement number | Expected date          | Duration of assignment |
|----------------------|---------------------|------------------------|------------------------|
| 16 December 2021     | 21/Intern33/HR-GDI  | March to December 2022 | Three 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 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 Associate 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 practice, 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;
- 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 an undergraduate degree or in a graduate programme of studies (Master or PhD) 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 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 and analytical 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 three to maximum six months starting as soon as possible between March and December 2022. 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 enrolment 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.

### 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](#).



Page 3

### **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.