



Internship Assignment – Quality Management

Sustainable Development Mechanisms (SDM)
Regulatory Development Unit (RDU)
Quality Management Team

Announcement number	Duration of assignment	Duty Station
17/Intern30/SDM_RDU Quality Management	Two to six months	Bonn, Germany

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The 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 Sustainable Development Mechanisms (SDM) programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions, and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

Objectives of the internship assignment

The internship assignment is with the Quality Management Team in the Regulatory Development Unit (RDU) of the Sustainable Development Mechanisms (SDM) Programme. The team is primarily responsible for implementing and operating a Quality Management System (QMS) in order to support the delivery of products and services that meet the current and future expectations of stakeholders.

Under the direct supervision of Quality Management Programme Officer (P-3) and the overall guidance of the Team Lead (P-4), the intern will contribute to the mapping, documentation and development of processes in support of the implementation of the Quality Management System (QMS) of the SDM Programme.

The particular functions are:

- Conducting information gathering on the scope, inputs, outputs, and activities of key processes and holding validation sessions involving owners and actors of SDM processes;
- Documentation of as-is and to-be processes, using a standard template;
- Identification and documentation of the interrelations between processes, their Key Performance Indicators (KPIs), their related risks and improvement opportunities.



Learning areas

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

- The key internal UNFCCC processes which support actions to mitigate climate change and drive sustainable development;
- Business process documentation skills and knowledge of Quality Management Systems (QMS).

Timeframe

The internship is for a period of minimum two months 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 Master's programme at a recognized university at the time of application and for the duration of the internship.
- Studies in the fields of engineering, information technology, business administration, statistics or other related fields, with knowledge of process engineering, are preferred.
- Excellent analytic skills, with very good interviewing, note-taking and documentation skills are expected.
- Ability to collect and organize large amounts of information from various sources, and translate them into process documentation is appreciated.
- Experience with MS Visio or any other flowchart design software are preferred.
- Candidates must be fluent in English (both oral and written).

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 internships section on our recruitment webpage:

https://unfccc.int/secretariat/internship_programme/items/2653.php.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line recruitment system available at <http://unfccc.int/secretariat/employment/recruitment>. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.