



Internship Assignment

Mitigation Division
NDC, LT-LEDS, Technical Support Unit
subdivision

Application deadline	Announcement number	Expected start date
31/08/2024	24/Intern33/M-Technical Support Unit	9 Sept 2024

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 and the implementation of commitments.

This internship is located in the NDC, LT-LEDS and technical support unit of the Mitigation Division of the UN Climate Change in Bonn, Germany which support Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase.

The NDC Technical Support unit provides technical advice and support to Parties on: the preparation and communication of nationally determined contributions (NDC); and the preparation of long-term low greenhouse gas emission development strategies (LT-LEDS). The unit also advises on, and facilitates technical support to all Parties, in particular developing countries Parties, in the implementation of mitigation actions, including in those actions and policies reported through NDCs as well as through national communications and biennial transparency reports. In addition, with a view to assisting Parties in ensuring their national strategies and policy actions are well-informed and effective, the unit facilitates the exchange of information and knowledge concerning sectoral and cross-sectoral initiatives and activities across policy, finance and technology

Objectives of the internship assignment

The intern will work with the NDC, LT-LEDS and technical support unit under the guidance of the Team Lead of the Unit and will support activities related to the work on the Mitigation Work Programme (MWP), Just Transition Work Programme (JTWP), Regional Collaboration Centres (RCCs), Policy research and analysis.

The intern will have the opportunity to gain experience in supporting the Unit with a variety of substantive and operational tasks, from collaboration on analysing, researching and producing relevant documents and reports to supporting on coordinating and organizing relevant events, data and information management, as well as engagement activities.

They will carry out a range of related activities, including, but not limited to:

- Support in the preparation of briefing notes, analyses, documentation, and reports relevant to work on MWP, JTWP, mitigation policy research, and facilitating support to regional mitigation actions and measures;
- Assist in the development and preparations for inter-sessional and in-session events on mitigation topics, including at the subsidiary body meetings and MWP Global dialogues,



including through conducting literature reviews, preparing agendas, support to logistical coordination, note-taking, and post-event reporting;

- Support in the areas of work related to knowledge management including maintaining excel databases and keeping substantive and logistics documents up to date;
- Assist in the compilation, evaluation, formatting, and presentation of information and data on mitigation policies;
- Assist with any tasks relating to media and communication, both within the secretariat and to external stakeholders, including by preparing input for articles on the outcomes of meetings and events and preparing and updating relevant web pages;
- Assist in other related activities as requested.

Timeframe

The internship is for a period of minimum four months within the period between September to end of December 2024. The exact period will be determined based on the availability of the intern and the needs of the division. The maximum duration of the internship is six months, subject to the intern's continued university enrolment and performance.

Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate (bachelor) OR in a graduate programme of studies (master's or PhD) at a recognized university at the time of application and for the duration of the internship. Studies in the fields of **political science, development studies, environmental sciences, international relations, economics, or other related fields**, with good understanding of climate change, are preferred.
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.
- Candidates must have good knowledge of research and data collection. Experience in coordination and events is an asset.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

Computer requirements

For an in-person 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.



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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 preferably work in-person at the UNFCCC premises in Bonn, Germany on a full-time basis (40 hours per week). For more detailed information about UNFCCC Internship programme please visit the internships 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 an online interview.