



**United Nations**  
Framework Convention on  
Climate Change

**Remote Internship Assignment**

Adaptation Division

Review sub-division

Application deadline	Announcement number	Duration of assignment
20 August 2023	23/Intern40/Adaptation-Review-Comms	Three and up to six months

**Background**

This position (remote or in-person) is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically, the Review subdivision which supports the provision of coherent, holistic guidance on adaptation to Parties; provide technical analyses, syntheses and input for the Global Stocktake; and facilitates the engagement on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

The Review subdivision consists of three units:

- Adaptation Committee unit, which supports the activities of this constituted body.
- Reporting and Engagement unit, which supports the work on adaptation communications and the associated registry, adaptation transparency, stakeholder engagement and outreach
- Glasgow–Sharm el-Sheikh work programme on the global goal on adaptation unit, which supports the workstream that maps out the way for the world to enhance adaptive capacity, strengthen resilience, and reduce vulnerabilities associated with climate change.

The intern will work with the Review subdivision and its team members, under the overall supervision of the subdivision's manager and communications officer.

**Objective of the internship and responsibilities**

The intern is expected to contribute to the work on coordinating the collaborative implementation of the Paris Agreement, especially in relation to external communications on adaptation. The intern is expected to perform a range of research, compilation and drafting-related tasks, including but not limited to:

- Undertaking background research of the latest news and developments in the area of climate change adaptation in and outside the negotiation process;
- Supporting the work on external communications by researching, drafting and disseminating adaptation-related information through the secretariat's and division's communication channels, including supporting the Adaptation division's events and outputs (ex. newsletters, social posts, articles, documents, surveys) from a communications perspective;
- Undertaking background research on the programme's communications channels and structure in order to identify possible ways to enhance its use or propose new ones;
- Assisting in the settlement of Adaptation Division in external platforms linked to climate change adaptation to further disseminate the work done at the division;
- Keeping track of the evolution of the key performance indicators of the different channels used (LinkedIn, Facebook, Twitter, UNFCCC website) and surveys sent.

### Timeframe

The remote (or in-person) internship is for a minimum period of three and a maximum of six months within the period from 02 October 2023 to end-September 2024. The exact period will be determined based on the intern's availability and the division's needs.

### Minimum requirements

- Candidates **must be enrolled** in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) or a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Knowledge of additional UN languages is an asset.
- Preference is given to candidates studying in the fields of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change and its negotiating process.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multicultural and multi-disciplinary environment is an asset.
- Skills in infographics, photography and videography, and communications, including social media, are assets.

### 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) and 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 that receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with a 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- or part-time basis (40 or 20 hours per week). For more detailed information about the UNFCCC Internship programme, please visit the internship section on our recruitment [webpage](#).

### Application procedure

Candidates interested in this assignment and who meet the minimum requirements must use the [online 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 or Skype interview.

