



United Nations
Framework Convention on
Climate Change

Remote Internship Assignment
Executive Division
Executive Support and Engagement unit

Application deadline	Announcement number	Duration of assignment
1 February 2021	21/Intern02/Executive-ESE	Two to six months

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.

The **Executive Division** leads the secretariat in its response to the needs of Parties, ensuring overall coherence and providing strategic direction.

The secretariat of the United Nations Framework Convention on Climate Change (the “Convention”), the Kyoto Protocol and the Paris Agreement (the “secretariat”) seeks to engage in mutually beneficial collaborative partnerships with non-Party stakeholders, including the private sector, that share the values and principles enshrined in the United Nations Charter, the Convention, the Kyoto Protocol and the Paris Agreement, as well as internationally recognized principles concerning human rights, labor, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behavior demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

Objective of the remote internship and responsibilities

Assist the Executive Support and Engagement unit in the preparations for internal and external activities of the Executive Secretary.

- Assist in the preparation of the Executive Secretary’s outreach activities by providing research support and drafting of briefing material, or reports as needed.
- Assists meetings, including the preparation of background information and taking notes.
- Assist the preparation of briefing books or other materials as needed.
- Draft, edit, and proofread documents of different nature.
- Use electronic databases and spreadsheets for compiling information pertinent to the Executive Secretary outreach activities
- Other tasks as defined by the Executive Support and Engagement unit

Timeframe

The **remote** internship is for a period of two to six months. The exact period will be determined based on the availability of the intern, the needs of the sub-programme, and the on-going university enrolment.

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.



- Studies in the field of communication or **journalism, design, public relations** with a good understanding of climate change, are preferred. Candidates with skills in infographics, photography and videography, communications including social media are preferred.
- Studies in the field of **public policy, public relations or political science/international relations** are preferred.
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Knowledge of an additional UN language is an asset.

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- or part-time basis (40 or 20 hours per week). 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 or Skype interview.