



**United Nations**  
Framework Convention on  
Climate Change

**Internship Assignment**

**Communications and Engagement Division**  
**Communication Subdivision**  
**The Digital Unit**

| Application deadline | Announcement number                        | Expected date       | Duration of assignment |
|----------------------|--------------------------------------------|---------------------|------------------------|
| 31 January 2025      | 24/Intern53/CE-Social Media Communications | March 2025 or later | 4-6 months (full time) |

**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 **Communication and Engagement division** ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

**The Communications subdivision** is focusing on external and internal communications with the aim of ensuring that all staff, Parties and non-Party stakeholders and the public are well informed and can easily access wide-ranging, relevant, and timely information on the multilateral climate change process.

**Objective of the internship and responsibilities**

Under the supervision of the Digital Communications Officer, the intern will assist the work of the communication team in ensuring the timeliness and quality of the secretariat's digital content and supporting activities for the secretariat's social media channels and website.

In particular, the intern will perform the following tasks:

- Assist in the research, conceptualization and production of new and innovative content for UN Climate Change's digital channels, particularly Instagram, Youtube, Twitter, LinkedIn and TikTok in line with the communication and social media strategies.
- Support creating social media cards, sliders, social videos and other audio-visual materials using basic editing and design tools and adding subtitles in different languages.
- Monitor and analyse statistics related to social media content.
- Assist in planning and organizing other communication activities as required.

**Minimum requirements**

- Candidates **must be enrolled** in the last year of an undergraduate or in a Graduate or master's programme at a recognized university in fields such as **public relations, journalism, visual design, media or related disciplines at the time of application and for the duration of the internship**. Other fields of study will be considered, provided that candidates have prior substantial experience in social media communications.



- Basic proficiency of Canva and similar design tools are required.
- Basic proficiency with tools to edit videos for social media are an asset.
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Skills in an additional United Nations language are an asset.
- Excellent computer literacy (Microsoft Office) is required.
- Strong interest and passion for social media and climate change-related topics is required.
- Prior exposure to another UN organization, Inter-governmental Organization and/or youth organization is an asset.

### Timeframe

The internship is for a period of minimum four months and maximum six months full-time within the period between March 2025 to December 2025. The exact period of the internship will be determined based on the availability of the intern and the needs of the team. The maximum duration of the internship is six months, subject to the intern's continued university enrolment<sup>1</sup> 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 is required to work **in-person** in Bonn, Germany on a full-time basis (40 hours per week). For more detailed information about the 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 virtual interview.

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<sup>1</sup> In line with the requirements set out above.