



## Internship Assignment

Executive Direction and Management (EDM) Programme  
Office of the Executive Secretary

Announcement number	Duration of assignment
19/Intern04a/EDM-Office of the Executive Secretary	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.

**Executive Direction and Management** 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, labour, the environment and anti-corruption, as reflected in the United Nations Global Compact, and whose behaviour demonstrates a willingness to exercise social and environmental responsibility towards global peaking of emissions and enhanced resilience.

### Objectives of the internship assignment

Assist the Office of the Executive Secretary in the preparations for internal and external activities of the Executive Secretary.

### The particular functions are:

- Assist in the preparation of the Executive Secretary’s outreach missions by providing research support and drafting of briefing material, or reports as needed;
- Assist with meetings, including the preparation of background information and taking notes;
- Assist in 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 Office of the Executive Secretary.



### Timeframe

**The 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 have completed an undergraduate degree and be enrolled in a Master's programme at a recognized university at the time of application. The applicants must be fluent in English (both oral and written) and have strong writing skills. Knowledge of an additional UN language is an asset. Studies in the field of **public policy, public relations or political science/international relations** are preferred.

### 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 of our website.

### 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](#). Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone or Skype interview.