



Internship Assignment

Legal Affairs Division

Compliance Committees Support Team

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
12 AUGUST 2025	25/Intern20/LA/Compliance	1 SEPTEMBER 2025	Two months	On-site ¹

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its 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. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining issues of our time.

The Legal Affairs Division is accountable for providing legal and procedural advice and services to support (1) the intergovernmental negotiation process, (2) the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (3) the administration and operations of the secretariat.

Objectives of the internship

Under the direct supervision of the Legal Officer, Intergovernmental and Programme Support Subdivision, and in close collaboration with staff members of the Legal Affairs Division, this assignment is designed to provide the intern with an opportunity to gain experience with the work of the Legal Affairs Division and in particular the mechanisms to facilitate the implementation of and compliance with the provisions of the Paris Agreement and Kyoto Protocol, through the following tasks:

- Assist the Legal Officers in servicing meetings of the Paris Agreement Implementation and Compliance Committee (PAICC) and the Kyoto Protocol Compliance Committee (KPCC), and contribute to preparation, carrying out and follow-up of the meetings, including contribution to the preparation of meeting documents, news articles and background materials.
- Support the Legal Officers by undertaking legal analysis and research and assisting in the preparation of legal opinions, studies, briefs, reports, and correspondence on substantive, legal, and procedural issues related to the PAICC, the KPCC and the UNFCCC process. Support the Legal Assistant in the logistical arrangements for the meetings of the PAICC and KPCC, including supporting the coordination of invitation and registration of participants as well as supporting the smooth running of the meetings.
- Assist in the preparation of legal research and opinions on issues related to the implementation and interpretation of the respective mandates of the PAICC and KPCC, their rules of procedures, and decisions of the governing bodies.

¹ Working hours to be mutually agreed.



- Support the committees' engagement with Parties concerned, including their participation in the meetings and the committees' and secretariat's correspondence with Parties concerned before and after the meetings.
- Support the organization of capacity-building activities, such as side-events, and prepare drafts of materials, background notes and speaking notes in this regard.
- Assist in other tasks being carried out by the Legal Affairs division as required.

After the assignment, the intern will have acquired hands-on experience with the procedural and substantive work of the UNFCCC Compliance Committees. He/She will gain practical skills in legal research, analysis, and drafting of various documents, including legal texts, in support of the Committees. The intern will also develop competencies in planning, executing, and following up on Committee meetings, covering both legal and logistical aspects. Additionally, they will gain experience in preparing official communications with Parties and supporting capacity-building activities.

Timeframe

The internship is tentatively for a period of **two months** from 1 September to 31 October 2025, including an induction week during the first week of September, depending on the intern's availability. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. **The selected candidate is expected to perform the assignment onsite at the UNFCCC premises in Bonn, Germany, or as a combination of both** (modalities and working hours to be mutually agreed). The intern might require a permit to perform the internship in Bonn. This could limit the time on-site and could entail carrying out part of the internship remotely. Thus, the selected candidate is expected to comply with the IT requirements mentioned below.

Minimum requirements

Applicants must, at the time of application, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

Other Requirements:

- University studies shall be in the field of **law or other relevant related programmes**.
- Candidates must be fluent in English (both oral and written) and have strong writing skills. Fluency in other United Nations official languages are an asset.
- Excellent computer literacy (Microsoft Office) is required.
- Demonstrated interest in climate change and sustainability is highly desirable.

IT requirements

For any remote section of the internship, i.e., outside of Bonn, the selected candidate 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 UNFCCC to enable the intern to access official emails, SharePoint, OneDrive, and other necessary 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 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 associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members.

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

Application procedure

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.