



Internship Assignment

Transparency Division
Training and Certification Unit

Application deadline	Announcement number	Duration of assignment
2 October 2022	22/Intern29/T-Training and Certification unit	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 intern post is located in the MRV/ETF Support subdivision of the Transparency division, which consists of three units: (1) Training & Certification unit (TC unit), (2) CGE/ETF Support unit, and (3) GHG Inventory Support unit.

The overall purpose of this subdivision leads to work on provision of technical support for the measurement, reporting and verification (MRV) of the actions on the climate change by the Parties under the UNFCCC and their participation to the Enhanced Transparency Framework (ETF) under the Paris Agreement. In particular for the developing countries, the subdivision works on various activities to support them to prepare and submit national communications, biennial update reports and biennial transparency reports, GHG inventories and institutional arrangements necessary to support their preparation to those reports. The subdivision also develops and implements all training and certification programmes for the experts who take part in the reviews of national reports submitted by developed and developing Parties, including the biennial transparency report under the ERT of the Paris Agreement.

The incumbent reports to the team lead of the TC unit.

Objectives of the internship assignment

The objective of the internship is to contribute towards the work of the TC unit particularly in its work on the development and the implementation of the training programme for the expert participating the review of biennial transparency report under the ETF of the Paris Agreement (BTR reviewer training programme). The training programme covers the areas of national GHG inventories, information necessary to track progress made by the Parties in implementing and achieving nationally determined contributions (NDCs) under Article 4 of the Paris Agreement, and the information on financial, technology development and transfer and capacity-building support (FTC) provided under Articles 9–11 of the Paris Agreement.

The particular functions are:



- Research and analyze data in the secretariat's database and in collaboration with other units under the Transparency Division, to identify experienced reviewers of GHG inventories, national communications/biennial reports and biennial update reports.
- Reflect the results in the CRM database of the secretariat, in collaboration with the Systems and Tools unit and other units under the Transparency Division and the ICT.
- Assist in developing online training courses for the BTR reviewer training programme.
 - Assist the quality checks of twelve online training courses that cover the topics of: the general information on the ETF and the reviews of the BTRs, national GHG inventories, tracking the NDCs, mitigation measures, projection of the GHG emissions and the FTC support to the developing countries, to be developed by online course developers, based on the training course material prepared by the secretariat,
 - Assist in developing a new platform of the training courses and their exams in the LMS of the UNFCCC secretariat and other external platforms,
 - Assist in developing a new site of the training courses and their exams in the LMS of the UNFCCC secretariat and other external platforms.
- Assist in implementing online training courses for the BTR reviewer training programme.
 - Assist participants to register relevant training courses and exams,
 - Assist project assistants to develop and distribute unique accounts of the secretariat's LMS to individual participants;
 - Assist to transfer exam results into the secretariat's database.
- Assist in the preparation of social media content (e.g. LinkedIn, Facebook, CGE/ETF webpages);
- Assist in other ETF Support subdivision related activities as required.

Timeframe

The remote or in-person internship is for a period of two and maximum of six months, the exact period will be determined based on the availability of the intern and the needs of the programme. The selected intern will work in-person at the UNFCCC secretariat, in Bonn, in Germany, or remotely, coordinating with the team at the UNFCCC secretariat in Bonn. The internship may be in-person should the current pandemic situation allow and upon the intern's interest.

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. Working knowledge of other UN languages (i.e. French, Spanish) is an asset.
- Candidates should be able to work with latest Microsoft tools.
- Studies in the fields of **economics, environmental sciences, engineering, international relations**, or other related fields with good understanding of climate change, are preferred.



Individuals from Least Developed Countries and Small Island Developing States are especially encouraged to apply.

Computer requirements

For a remote internship, candidates will require a **laptop or desktop PC** (with Windows 10 or newer), 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.