



Internship Assignment

Mitigation Division
Market & Non-Markets Support & Stakeholder Interaction subdivision,
Article 6 Capacity Building Unit

Application deadline 09 Feb 2025	Announcement number 24/Intern51/Mitigation/Art6 Capacity Building	Expected start date As soon as possible	Duration of Assignment Six months
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Background

The UNFCCC secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. UNFCCC stands for United Nations Framework Convention on Climate Change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement. The main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above pre-industrial levels.

Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

This position is located in the Article 6 Capacity Building Unit within the Market & Non-Markets Support & Stakeholder Interaction Subdivision of the Mitigation Division of the UNFCCC in Bonn, Germany. It supports Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase.

The Article 6 Capacity Building unit supports Parties to implement Article 6 of the Paris Agreement by identifying institutional needs such as strengthening the infrastructure and knowledge base, ensuring the availability of well-structured information that is easy to understand by all stakeholders, identifying appropriate types of capacity building, and enhancing technical capacities for determining baseline, monitoring and reporting.

Objectives of the internship assignment

Under the direct supervision of the Team Lead and the general guidance of the Manager of the Subdivision, the intern will perform a range of activities related to capacity building activities on Article 6 of Paris Agreement and Carbon pricing instruments, including but not limited to:

- Providing organizational, logistic, and administrative support for virtual and in-person meetings, events, and products such as workshops, webinars, conferences, missions, and knowledge-/training modules/tools. Assisting with planning and project management, incl. monitoring budgets, expenditures, and progress towards goals and timelines.
- Contributing to the substantive preparation and documentation of virtual and in-person events, such as drafting and editing well-structured, user-friendly concept notes, presentations, briefings, meeting- and follow-up files. Co-facilitating collaboration with various UNFCCC Units and - Regional Collaboration Centres, and external partners, incl.



researching – and compiling information, tracking follow-up, timelines, tasks, and deliverables, as well as collecting and integrating comments.

- Undertaking research, analysis, consolidation, and presentation of data on Article 6 participation and -implementation. Researching and tracking relevant capacity building products, and -events of partners and of capacity building needs, best practices, and lessons learnt of key stakeholders and target groups.
- Contributing to designing, developing, digitalizing, updating and sharing high-quality capacity building- and communication products, incl. newsletters, articles, launches, blogs, web-and social media content, digital guidebooks, overviews, and manuals, publications, podcasts, videos, online courses and -trainings.
- Assist in other activities related to Capacity Building for Article 6 as required.

Timeframe

The internship is for a period of six months, with the expected starting date as soon as possible, ideally in February or March 2025. The exact period will be determined based on the availability of the intern and the needs of the division.

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 in business administration, public administration, management studies, economics, sustainability studies, environmental studies, or a related field **at the time of application and for the duration of the internship**.
- Candidates must be fluent in English (both oral and written). Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

Desirable:

- Talent and enthusiasm for planning, organizing, and for collaborating with a broad range of internal and external partners are desired.
- Initial experience, skills and passion in/for project- and event management as well familiarity with digital technology are desired.

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;



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- 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 can either work **in-person (preferable option)** at the UNFCCC premises in Bonn, Germany on a full-time basis (40 hours per week), or **remotely** with their own computer/internet access. For more detailed information about UNFCCC Internship programme please visit the internships 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 interview.