



## Internship Assignment

### Intergovernmental Support and Collective Progress Division

Application deadline	Announcement number	Duration of assignment	Modality
7 February 2026	26/Intern02/ISCP	3-6 months	On-site

### 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.

*Do you want to get first hand insights into high-level international climate negotiations?* This internship offers a rare and unique opportunity to work at the heart of global climate negotiations with the **Intergovernmental Support and Collective Progress Division (ISCP)**. The ISCP division provides direct support to the international climate negotiations process and ensures that UNFCCC's governing bodies under the Convention, the Kyoto Protocol and the Paris Agreement operate smoothly and effectively, and that the global climate process is organized, well-coordinated and responsive to the needs of countries and stakeholders. The division also supports key processes such as the global stocktake (GST), periodic review of the long-term global temperature, provision of the best available science and advancing ocean-based climate action. It also manages engagements with country Parties through the External Relations unit. By supporting meetings under the UNFCCC (governing and subsidiary bodies), decisions and coordination across different bodies, ISCP facilitates the transition of international discussions into climate policy and action.

*Who will you work with?* ISCP is one of the most diverse and rewarding Divisions, comprising of the following sub-divisions:

- **Intergovernmental support** which provides direct support to the governing (COP, CMP and CMA) and subsidiary (SBSTA and SBI) bodies and coordinates meetings.
- **Collective Progress sub-division** which provides support for negotiations, mandated events, and other engagements to workstreams on the GST, periodic review, Research and Systematic Observation (RSO), and the Ocean.
- **External relations sub-division** which serves as the liaison between the UNFCCC secretariat and Parties and other UN organizations and oversees the protocol and external relations services of the organization and maintaining channels of communication and relationships with Parties and observer States.

Interns will be assigned to each sub-division during the duration of their internship. They may be required to support multiple workstreams, in accordance with the specified TORs.



## Objectives of the internship

Under the direct supervision of the responsible officer, this assignment is designed to provide the intern with an opportunity to gain experience in climate change intergovernmental negotiations and engagement with country Parties, through the following tasks:

- **Support towards negotiations and technical engagements**
  - Supports relevant negotiations through preparing background documents, speaking notes, decision texts and other relevant materials.
  - Supports relevant in-session meetings and consultations, including through administrative and logistics support, to gain understanding of issues.
  - Conduct research as required, undertake identification and analysis of information from various sources, including countries' nationally determined contributions, national adaptation plans or topical submissions, as input to the respective thematic work.
- **Contribute towards sessional and inter-sessional meetings, and associated events:**
  - Assists in the organization and preparation for meetings and events, including agenda or concept preparation, consultations, and coordination with relevant teams.
  - Actively participates in in-person and virtual events and engagements, and gain understanding of issues.
  - Assists in drafting of meeting outputs and reports.
- **Support communication, knowledge management and knowledge products:**
  - Supports drafting of internal and external communications.
  - Provides communication support for events and engagements through drafting of communication and outreach outputs and supporting their dissemination.
  - Maintain database of relevant information.
  - Updating relevant web pages.
- **Other activities as needed.**

In addition, upon completion of the internship, the intern will have been able to gain understanding of and contribute to the organization of intergovernmental negotiations, application of protocols on engagement with Parties, and contribute to processes related to the assessment of collective progress under the Paris Agreement (the global stock take), science and ocean-based climate action.

## Timeframe

The internship is for a minimum period of three-months, with the possibility of an additional 3-month extension up to a maximum of six months within the period of 2026. 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 selected candidate will be expected to perform the assignment *onsite at the UNFCCC premises in Bonn, Germany or as combination of both (on-site and remote)*.

*For assignments on site: 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, any selected candidate is expected to comply with the IT requirements mentioned below.*



### Minimum requirements

- Applicants must, at the time of application and for the entire duration of the internship, 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
- University studies shall be in the field of political studies, environment and Earth science, international relations, social science or related.
- Fluency in English is required.

### 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 interne 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. The selected intern will support **on a full-time basis** (40 hours per week).

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.