



In person Internship Assignment

Communications & Engagement (C&E) Division Climate Action Stakeholder Engagement

Application deadline	Announcement number	Expected date	Duration of assignment	Modality
25 February 2026	26/Intern07/CE-Stakeholders Engagement	March 2026	4-6 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 environmental issues of our time.

UN Climate Change's **Communications and Engagement** division serves multiple objectives, including communicating authoritative, relevant, and timely information to governments, key stakeholders and the public regarding the secretariat's process and action on climate change, with an emphasis on building support among all stakeholders to facilitate increased climate action and ambition.

Objective of the internship and responsibilities

Under a wide programme of work to spur and recognize private sector action toward climate action and neutrality, the Paris Agreement calls for ambition and climate neutrality in the second half of the century. Achieving this goal requires broad-based action.

The UNFCCC has several areas of work aimed at spurring and recognizing that action: Global Climate Action Agenda framework for mobilizing transformational action; reporting and tracking climate action such as through the Global Climate Action Portal (GCAP) portal; sectoral engagement with the fashion, entertainment and culture, and sports sectors. The secretariat also facilitates the engagement of observer organizations that closely follow and provide inputs to the formal negotiation process to strengthen the support to Parties in the implementation of the Paris Agreement.

Come and help us to be part of the Paris outcome, learn the latest on these important areas of work to ensure its success and lend your views. This internship assignment is within the Climate Action Stakeholder Engagement of the Communications and Engagement division, supporting activities related to the engagement, visibility, inclusivity, and recognition of climate action by all actors (national policy makers, businesses, investors, local governments, civil society organizations etc.).

This work comprises relationship management, communication activities, data management, workshop organization, research, and analysis of several types of data. Under the direct supervision of a member of the Engagement team, the intern will work on a variety of activities related to Global



Climate Action Agenda, including Sectoral Engagement, such as Entertainment and Culture for Climate Action (ECCA).

Particular functions may include (but not limited to)

- Provide support to the team in the organization of meetings and workshops aimed at facilitating the strengthening of relationship between Parties and non-Party Stakeholders (NPS) including through sharing of information, facilitating networking, etc., including preparations to SB, COP and CWs.
- Provide support to the team in its assistance to the Climate High-Level Champions, including by drafting Briefing Notes, Concept notes and conducting general research.
- Building on the existing network, support the engagement with existing key stakeholders in the thematic areas of the Global Climate Action Agenda, including by ensuring efficient and regular communication with key partners and stakeholders.
- Conduct research to obtain relevant background information and updates on climate action of non-Party stakeholders.
- Support the ECCA sectoral engagement, which provides a platform to showcase climate-related work and opens pathways to collaborate on high-impact initiatives that place culture at the heart of climate action.
- Support activities relating to stakeholder engagement in the intergovernmental negotiation process.

Learning Areas

During the period of the internship, the intern will develop a deep understanding of:

- Stakeholder engagement, including climate action opportunities and activities by NPS.
- Intergovernmental negotiation process including the Paris Agreement and its goals.
- The Sustainable Development Goals (SDGs) and their linkage to climate change.
- Development of communication tools and materials.
- Data management.

Timeframe

The internship is for a period of minimum four months to maximum six months, starting from March 2026. The exact period will be determined based on the availability of the intern and the needs of the Engagement sub-division. 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

- Candidates must be enrolled at a recognized university (last year of bachelor, or any year of Master or PhD studies) at the time of application and for the duration of the internship, preferably in **environmental science, international relations, international development, political science, economics, public relations**, or a related field.
- Language skills: Fluency in both written and verbal English is essential.
- General requirements: proficiency in MS Office (Word, Excel, PowerPoint); experience in reading technical documentation; use of databases, strong analysis and research skills and attention to detail.
- The following skills would be considered as assets: Experience in website maintenance, including content updating, conceptualization, and continuous improvement of structure and usability; Ability to design and develop clear and engaging infographics and visual materials; Experience in developing outreach and communication materials for diverse stakeholder audiences; Familiarity with SharePoint, including content management and collaborative workflows.

Computer requirements

For a remote part of the internship (if any), 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.
- 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 onsite or/and remotely 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

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 an interview.

