



## **Internship Assignment**

### **Programmes Coordination Just Transition Work Programme Support Climate Change-Trade Nexus Support**

Application deadline	Announcement Number	Expected start date	Duration of assignment	Modality
26 February.	26/Intern08/PC-Programmes Coordination	March 2026	2-6 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.

The **Programmes Coordination Division** provides strategic direction and oversight to the work of the programmes departments, comprised of the four divisions (Adaptation, Means of Implementation, Mitigation, and Transparency). It ensures strategic, substantive, and administrative coherence and synergy in the delivery of their work programmes, including in relation to the established intergovernmental processes and constituted bodies.

The Programmes Coordination Division is also responsible for the coordination of the secretariat's engagements with other UN agencies and other international organizations.

In addition, two of the substantive work streams the division oversees are: 1) work related to the work programme on just transition (JTWP) pathways to achieving the goals of the Paris Agreement, established at the fifth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) in 2022; 2) work related to the climate change-trade nexus, as mandated by the 30th session of the Conference of the Parties (COP 30) in 2025.

## **Objectives of the internship**

Under the joint supervision of the work stream leads in the division, this assignment is designed to provide the intern with an opportunity to gain experience in supporting a variety of substantive and operational tasks, from collaboration on analyzing, researching, and producing relevant documents and reports to supporting coordinating and organizing relevant events, data, and information management, as well as engagement activities, through the following tasks:

- Assist in the preparation of the Senior Director's outreach activities by providing research support and drafting of briefing material or reports as needed.
- Assist meetings, including the preparation of background information and taking notes.
- Assist in the coordination of cross-cutting issues across divisions.
- Assist in the intergovernmental process work on JTWP.



- Assist in the implementation of mandates related to the climate change-trade nexus.
- Assist in the planning and organization of events and meetings.
- Assist in other activities as requested.

In addition, upon completion of the internship, the intern will have been able to contribute to shaping the Just Transition mechanism, the direction of travel for the secretariat's future work on the climate-trade nexus, as well as the secretariat's contribution to the work of the wider UN system.

### Timeframe

The internship is for a period of two to six months in the year 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 assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment, preferably, onsite at the UNFCCC premises in Bonn, Germany (flexibility can be considered if needed).

*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.*

### 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), given that

- University studies shall be in the field of environmental sciences, economics, law programs, public policy, public relations, political science/international relations 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.