



### Internship Assignment

Mitigation Division  
NDC, LT-LEDS, Technical Support Unit  
subdivision

Application deadline	Announcement number	Expected start date	Duration of	Modality
30 March 2026	26/Intern09/NDC, LT-LEDS, Technical Support Unit subdivision	May 2026	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 historic 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.

**NDC, LT-LEDS Technical Support Unit (TSU) of the Mitigation Division** of the UN Climate Change Secretariat in Bonn, Germany, provides technical advice and support to Parties on the preparation and implementation of Nationally Determined Contributions (NDCs), as well as the preparation of long-term low greenhouse gas emission development strategies (LT-LEDS). In this capacity, the unit collaborates with Regional Collaboration Centres (RCCs) to advise on and facilitate technical support to all Parties, in particular developing countries Parties, in the implementation of mitigation actions, including those actions and policies reported through NDCs, national communications and biennial transparency reports. Additionally, with a view to assisting Parties in ensuring their national strategies and policy actions are well-informed and effective, the unit facilitates the exchange of information and knowledge concerning sectoral and cross-sectoral initiatives and activities across policy, finance, and technology. Finally, the TSU also serves as the focal point for the design and implementation of collaborative activities of the secretariat with the NDC Partnership and Industrial Transition Accelerator (ITA)

**The NDC Partnership** is a global coalition of countries and international institutions working together to ensure countries receive the technical and financial support they need to achieve ambitious climate and sustainable development targets as fast and effectively as possible. The Partnership works with its members to: 1) create and disseminate insightful knowledge products; 2) facilitate technical assistance and capacity building; and 3) facilitate enhanced financial support for Nationally Determined Contribution (NDC) implementation.

Supported by supplementary funds, the secretariat is collaborating with the NDC Partnership Support Unit (SU), including by engaging the expertise of consultants to facilitate the NDC Partnership work.

## Objectives of the internship assignment

The intern will work with the NDC and LT-LEDS Technical Support Unit (TSU) under the guidance of the Program officer of the NDC Technical Support Unit and will closely work with the NDC Partnership Support Unit, hosted by the UNFCCC secretariat. The internship activities are primarily related to supporting the implementation of the collaboration framework between the secretariat and the Partnership, including through projects related to conducting policy analysis, mobilizing means of implementation, supporting facilitative institutional arrangements, catalyzing the energy transition and end-use decarbonization, and the organization of capacity building events and exchanges.

The intern will have the opportunity to gain experience in supporting two flagship organizations with a variety of substantive, analytical and operational tasks, from collaboration on analyzing and producing documents and reports to supporting on coordinating and organizing relevant events, data and information management, as well as engagement activities. Under the supervision of the Program officer, the intern will gain experience in supporting engagement with distinct programs and events with a variety of operation and project management tasks, including actively collaborating on analysis, administrative support, coordination of meetings and travel arrangements.

The intern will carry out a range of related activities, including, but not limited to:

- Conduct research and analyze information on projects and partners;
- Support with the monitoring and updating project and procurement plans, coordinating the quarterly and monthly assurance tasks, as well as improving the project management compliance;
- Assist project implementation, preparing project management documents and communication materials;
- Provide routine oversight and analysis of projects' financial and procurement data within the available dashboards, and internal monitoring tools available;
- Provide support in the preparation of narrative and financial reports;
- Support the daily communication with projects' stakeholders and all parties involved;
- Assist in coordinating knowledge-sharing sessions, as required, to prepare learning materials, presentation slides etc.;
- Perform admin & secretarial duties by taking meeting minutes during project management meetings;
- Support the preparation of briefing materials ahead of meetings between UNOPS and partners; and
- Assisting in other activities as requested.

## Timeframe

**The internship is for a duration of six months** within 2026, subject to the intern's continued university enrolment and performance. The exact period will be determined based on the availability of the intern and the needs of the team. **Please specify your period of availability in your cover letter**, referring to the dates and duration which you would be available, as well as your openness to working from our offices in Bonn, Germany.

**For assignments with time on site:** *The selected candidate might require a permit to perform the internship in Bonn. This could limit the time on-site to a maximum of 3 months in some cases and could entail carrying out part of the internship remotely. Thus, any selected candidate shall take this into consideration when applying. Also, they are expected to comply with the IT requirements mentioned below.*

### Minimum requirements

- Candidates **must be enrolled** in an undergraduate or Master's programme at a recognized university at the time of application and for the duration of the internship. Studies in the fields of **political science, development studies, environmental sciences, international relations, economics, energy policy/economics or other related fields**, with good understanding of climate change and the energy transition, are preferred.
- Candidates must be fluent in English and German (both oral and written).
- Demonstrated excellent written and communication skills.
- Experiences in areas such as research, data collection, and events coordination are assets.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.

### 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 before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will preferably work in-person at the UNFCCC premises in Bonn, Germany on a full-time basis (40 hours per week). 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 which specifies their available dates**.

Due to the high number of applications, only candidates under serious consideration will be contacted for an online interview.