United Nations
Framework Convention on
Climate Change

Internship Assignment

Operations Coordination Division
Records Management Team

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
15 April 2026	26/Intern10/OC-Records Management	June 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 issues of our time.

The **Operations Coordination** in the Operations Department is to ensure the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and Executive in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It is to ensure that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates, and taking a coherent secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

Objectives of the internship

Under the direct supervision of the Records Management Officer, this assignment is designed to provide the intern with an opportunity to gain experience in a wide range of records management and archival activities, through the following tasks:

- Support the implementation of digital preservation system
- Support the implementation of archives management system and on-line archives access platform
- Support the QA of Web archiving project
- Support the data migration project
- Catalogue, index, describe, digitize, and organize information resources

- Support archival appraisal and disposal processes
- Perform other related duties as required

In addition, upon completion of the internship, the intern will have been able to contribute to a variety of key records management and archival projects within the organization. These may include supporting metadata tagging, digitization, and digital preservation efforts; assisting in the organization and labelling, cataloguing and preservation of physical records; and helping to prepare legacy records for data migration. The intern may also support activities related to improving access to archival content and ensuring the consistency of information across systems. All tasks will be carried out under the supervision of the Records Management Officer, providing the intern with valuable hands-on experience in professional records and archives management practices.

Timeframe

The internship is for a period of four to six months. 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 intern will be expected to perform the assignment *onsite at the UNFCCC premises in Bonn, Germany / remote complying with the IT requirements mentioned below.*

For assignments 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 in consideration when applying. Also, they are 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 recognized university.

Other Requirements:
- University studies shall be in the field of **Archives, Records, or Information Management Studies**, or in the areas of **library, history, business administration or in computer science or in the field of climate change and sustainable development** or related.
- Working knowledge of English (oral and written)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 work **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.