



## Internship Assignment

### Mitigation Division NDC, LT-LEDS and Sectorial Intergovernmental Support Unit

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
17 May 2026	26/Intern16/M-LTLEDS	July 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.

This internship is in the NDC, LT-LEDS and Sectorial Intergovernmental Support Unit of the Mitigation Division of the UN Climate Change in Bonn, Germany which support Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase.

The NDC, LT-LEDS and Sectorial Intergovernmental Support unit provides Parties with:

- Delivery of mandates and support for negotiations related to NDCs, LT-LEDS and sectorial mitigation issues.
- Procedural support for the preparation, communication, and accounting of NDCs and the preparation and communication of Long Term-Low GHG Emission Development Strategies (LT-LEDS).

The unit ensures that developments in high-impact sectors are monitored and utilized to inform relevant workstreams.

### Objectives of the internship

The intern will work with the NDC, LT-LEDS and Sectorial Intergovernmental Support Unit under the guidance of the Team Lead of the Unit and will support activities related to the work on the NDC synthesis report, the Sharm el-Sheikh Mitigation Ambition and Implementation Work Programme (MWP), Further guidance on features of nationally determined contribution, Emissions from fuel used for international aviation and maritime transport and policy research and analysis.

Under the supervision of the Team Lead, this assignment is designed to provide the intern with an opportunity to gain experience in supporting the Unit with a variety of substantive and operational tasks, from collaboration on analysing, researching, and producing relevant documents and reports to supporting on coordinating and organizing relevant events, data, and information management, as well as engagement activities. They will carry out a range of related activities, including, but not limited to:



- **Support to analytical and technical review of mitigation strategies**
  - Develop a summary of mitigation elements of submitted NDCs
  - Assess and/or review submitted NDCs in terms of sectoral targets and domestic mitigation measures to prepare annual updates to the NDC synthesis report.
  - Support the drafting of the NDC synthesis report, including development of graphics.
  - Assess submitted LT-LEDS in terms of mitigation targets and measures.
- **Contribute towards inter-sessional and sessional meetings, and associated events:**
  - Assists in the organization and preparation of meetings and events, including the Mitigation Work Programme global dialogues and investment-focused event, including through preparing agendas or concepts, supporting the organization of consultations, support to logistical coordination and coordinating with relevant teams.
  - Actively participates and contributes to the delivery of in-person and virtual events and gain understanding of issues.
  - Assists in drafting of meeting outputs and reports, including through conducting literature reviews and note-taking.
  - Supporting the preparation of briefing notes, analysis, documentation, and reports relevant to work on MWP and mitigation policy research and facilitate support to regional mitigation actions and measures.
- **Support communication, knowledge management and knowledge products:**
  - Supporting in maintaining excel databases and keeping substantive and logistics documents up to date.
  - Assist in the compilation, evaluation, formatting, and presentation of information and data on mitigation policies, including online repository.
  - Assist with any tasks relating to media and communication, both within the secretariat and to external stakeholders, including by preparing input for articles on the outcomes of meetings and events and preparing and updating relevant web pages.
- **Assisting in other activities as requested.**

In addition, upon completion of the internship, the intern will have been able to gain an understanding of and contribute to the organization of intergovernmental process mandated events, intergovernmental negotiation, analysis of national climate strategies, and contribute to processes related to mitigation under the Paris Agreement

### Timeframe

The internship is for a period of **four to six months, to be undertaken between July and December 2026**. The maximum duration of the assignment is six months. The exact start and end dates will be determined based on the availability of the selected candidate, the organizational needs, and where applicable, the timeframe approved under the internship permit. The selected candidate will be expected to perform the assignment **entirely or predominantly on-site at the UNFCCC premises in Bonn, Germany during the period August – November 2026**.



**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 in consideration when applying. Also, they are 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). In addition, applicants must meet the following requirements:

- University studies shall be in the field of environmental studies, environmental science, environmental engineering, policy studies, economics, political science, development studies, international relations, or other related fields, with good understanding of climate change.
- Fluency in English (both oral and written) is required. Knowledge of additional UN languages is an asset.
- Demonstrated excellent written and communication skills.
- Candidates must have good knowledge of research and data collection and analysis. Experience with research and data analysis using AI tools is considered a strong asset.
- Experience with Microsoft Office (Word, Excel, PowerPoint) is required. Experience with programming languages such as Python is considered a strong asset.
- A valid permit to perform an internship for four to six months in Germany would be an asset.
- Experience in coordination and events is an asset.
- 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.



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### 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 indicating the duration of their on-site availability**, 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.