



Internship Assignment

Means of Implementation Division Capacity-building Team

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
19 May 2026	26/Intern17/Mol_Capacity-building	August 2026	6 months	On-site/Remote

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 Means of Implementation (MOI) Division supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action on climate change. The division provides support to the intergovernmental negotiations in these three thematic areas, including support to the work of several constituted bodies established under the UNFCCC.

The (two) internship positions are based in the Capacity-building sub-division which supports intergovernmental work and negotiations on matters related to capacity-building, the work of the Paris Committee on Capacity-building (PCCB) and other capacity-building projects. The internship can be remote or in-person.

Objectives of the internship

Under the direct supervision of the Capacity-building team lead, this assignment is designed to provide the intern with an opportunity to gain experience in the UNFCCC process and the landscape of capacity-building actors under and outside the Convention and the Paris Agreement. The intern will also be able to further develop her/his skills related to network development, stakeholder engagement, analytical thinking, drafting, meeting organization, and digital communications, through the following tasks:

- Assisting in the planning and logistics of virtual and hybrid events, including preparing concept notes, background documents, and outreach materials;
- Designing and implementing visual outreach materials such as brochures, flyers, videos, and infographics;
- Creating content for digital communication channels, including webpages, social media, and newsletters;
- Taking notes during events and meetings, and drafting summary reports;
- Conducting research on capacity gaps, needs, and good practices, and contributing to the preparation of related reports, research materials and knowledge products;
- Assisting in monitoring and evaluation (M&E) processes, including collecting and analysing data, tracking progress against indicators, and preparing reports;



- Performing other tasks as needed to support the diverse activities of the Capacity-building subdivision.

In addition, upon completion of the internship, the intern will have been able to contribute to

- Supporting dedicated capacity-building initiatives such as, the Capacity-building Hub, the PCCB Network, Youth4Capacity, the Capacity-building Portal.
- Supporting the preparation for Climate weeks, including coordination, logistical and administrative and research activities.
- Support to the internal Capacity-building coherence and coordination initiative (CBCI), including meeting/event coordination, correspondence with partners, database management, research and admin tasks.
- Contributing to the intersessional work of the PCCB and its annual focus area;
- Providing support for intergovernmental processes and negotiations concerning capacity-building matters
- a project relevant to the course of study and to the work of the Capacity-building subdivision, in partnership with her/his supervisor and relevant colleagues. Applicants are encouraged to give initial thought and expression to what form that project could take in their applications.

Timeframe

The internship is for a period of 6 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 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) or remotely complying with the IT requirements mentioned below.

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) at a recognized university.

- University studies shall preferably be in the fields of economics, development studies, environmental sciences, international relations, communications or other related fields with an understanding of climate change or related.
- Candidates must be fluent in English (both oral and written) and have strong research, analytical and writing skills. Knowledge of other UN languages is an asset.
- Strong design, communication and social media skills are an advantage.



IT requirements (mandatory in all postings)

For any internship with a remote component, 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 (mandatory in all postings)

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**. Without a cover letter explaining your motivation for applying, you are unlikely to be considered. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.