



### **Internship Assignment**

Mitigation Division  
NDC Technical Support Unit Subdivision

<b>Application deadline</b>	<b>Announcement number</b>	<b>Expected start date</b>	<b>Duration of</b>	<b>Modality</b>
30 May 2026	26/Intern18/Mitigation Division/NDC Technical Support Unit Subdivision	Flexible, from July onwards (see Timeframe section)	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 Convention secretariat supports the Convention, the 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.

This internship is located in the NDC Technical Support Unit (TSU) of the Mitigation Division of the UN Climate Change Secretariat in Bonn, Germany. The TSU 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)

#### **Objectives of the internship assignment**

The intern will work with the NDC Technical Support Unit (TSU) under the guidance of the Team Lead of the Unit and will support the implementation of the workplan of the TSU. This includes supporting activities primarily related to NDCs implementation, 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 the Unit with a variety of substantive, analytical and operational tasks, from collaboration on analysing 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 project coordination team, 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:

- Prepare briefing notes, analyses, documentation, communications and reports relevant to work on NDCs, LT-LEDS, and broader mitigation policy analysis, including with a view to supporting the UNFCCC secretariat's collaboration with the NDC Partnership, the Industrial Transition Accelerator (ITA) and UNDP & other partners;
- Support for intersessional and in-session events on mitigation topics such as NDCs, LT-LEDS, energy transition and industrial decarbonization, including through conducting literature reviews, preparing agendas, support to logistical coordination, note-taking, and post-event reporting;
- Support in piloting country peer exchange programs aimed at facilitating NDC implementation;
- Facilitate knowledge management, including maintaining excel databases, keeping substantive and logistics documents up to date, as well as preparation of reports ensuring linkages with the NDC Partnership Support Unit and UNDP Climate promise;
- Support the technical work of the unit on linkages of NDCs/LT-LEDS with specific topical areas such as, policy and legislation, energy transition, industry and transport decarbonization, and climate finance;
- Assist in the compilation, evaluation, formatting, and presentation of information and data on mitigation policies;
- 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;
- Support the administrative and coordination functions of the units projects and regional NDC-LT-LEDS experts
- Assisting in other activities as needed by the team.

### Timeframe

**The internship is for a duration of six months** within the second half of 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. 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.*

### 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.
- Studies in the fields of **political science, development studies, environmental sciences, international relations, economics, legal studies, energy policy/economics or other related fields**, with good understanding of NDCs, LT-LEDS, climate action, energy transition, are preferred.
- Candidates must be fluent in English (both oral and written). Professional proficiency in an additional UN language(s) --particularly French-- is an asset.
- Demonstrated excellent written and communication skills.
- Experience 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.



### Computer requirements

For an in-person internship, candidates 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 the UNFCCC to enable the candidate to access official emails, SharePoint, OneDrive and other office 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.