



Internship Assignment

Administration and Operations Division
Human Resources Subdivision
Talent Management and Workforce Planning Unit

Announcement number	Application deadline	Duration of assignment	Expected starting date	Modality
26/Intern20/A&O/ HR Talent Management	07 June 2025	Five to six months, depending on the start date	as soon as possible	Preferably at least 3 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.

Human Resources Management (HRM) is charged with effective planning of the workforce, strategic talent acquisition, organizational culture and development, HR administration in accordance with the UN Staff Regulations and Rules, and a view to increasing the geographical and gender diversity of the secretariat and its evolving needs. The Talent Management and Workforce Planning team in under the HR subdivision.

Organizational setting and reporting

Under the overall supervision of the Head of the Talent Management and Workforce Planning team, the intern will work with all members of the Human Resources unit who are involved in recruitment related tasks.

The particular functions are:

Under the direct supervision of the Associate Human Resources Officer, this assignment is designed to provide the intern with an opportunity to gain experience in recruitment and our internship programme, through the following tasks:

- Support the overall talent recruitment process, primarily for interns, including preparing vacancy announcements, screening applications, supporting assessments, and other related tasks.
- Support the onboarding and offboarding of interns including the design of updated materials.
- Contribute to outreach actions across different channels, including social media, to strengthen visibility.
- Support creation and drafting of revised, up-to-date content for the external site and the internal templates used in recruitment processes.



- Engage in other Talent Management-related tasks as needed.

Timeframe

The internship is for a period of four to six months depending on the candidate's start date. 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 be in the field of Human Resources, Business Administration, Psychology, International Relations, or related fields.
- Candidates must be fluent in English. Knowledge of an additional UN language is an asset.
- Excellent skills in Office applications (Office Suite), including the emerging ones is required.
- Exposure to experience in Human Resources, especially Talent Acquisition is desirable.
- Exposure to multicultural settings is an asset.

Computer 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 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 Windows laptop or PC.



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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 work on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany. For more detailed information about UNFCCC Internship programme please visit the internship 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**. Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.