



Internship Assignment

Transparency Division Training and Certification Unit

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
16 June 2026	26/Intern22/T/Training and Certification unit	Flexible, from July 2026 onwards	Three to six 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 Transparency Division supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency climate data hub, which includes data and information management and analysis.

The intern post is located in the Measurement, Reporting and Verification (MRV) / Enhanced Transparency Framework (ETF) Support sub-division of the Transparency division, which consists of three units: (1) Training & Certification unit (TC unit), (2) CGE/ETF Support unit, and (3) GHG Inventory Support unit.

MRV/ETF Support sub-division leads the work on provision of technical support for the MRV of the actions on the climate change by the Parties under the UNFCCC and their participation to the ETF under the Paris Agreement. It also develops and implements all training and certification programmes for the experts who take part in the reviews of national reports submitted by developed and developing Parties, including the biennial transparency reports under the ETF.

Objectives of the internship

The objective of the internship is to contribute towards the work of the TC unit particularly in its work on the development and the implementation of the training programme for the expert participating the technical review of biennial transparency report under the ETF of the Paris Agreement (BTR reviewer training programme). The training programme covers the areas of national GHG inventories, information necessary to track progress made by the Parties in implementing and achieving nationally determined contributions (NDCs) under Article 4 of the Paris Agreement, the information on financial, technology development and transfer and capacity-



building support (FTC) provided under Articles 9–11 of the Paris Agreement, and information on climate change impacts and adaptation reported under Article 7 of the Paris Agreement.

The intern will carry out a range of related activities, including, but not limited to:

- Assisting in developing online training courses for the BTR reviewer training programme:
 - Assisting in the development of interactive version of the e-learning courses by preparing storyboards for BTR reviewer training course on GHG inventories ;
 - Assisting in the development of additional training materials and in the implementation of planned improvement of existing training materials (covering the topics of: the general information on the ETF and the reviews of the BTRs, national GHG inventories, tracking the NDCs, mitigation measures, projection of the GHG emissions and the FTC support to the developing countries) from the BTR reviewer training programme;
 - Assisting in conducting routine maintenance/update of e-learning courses, including the use of the authoring software (Articulate, Adobe cloud) and implementing minor corrections and updates, resolving minor functional issues to the e-learning courses;
- Assisting in implementing online training courses for the BTR reviewer training programme:
 - Assisting in the examination periods by identifying and processing registrations from the experts nominated to the UNFCCC roster of experts;
 - Collecting feedback and lessons learned from the participants to the training programmes for the improvement of the training programme;
 - Assisting with results processing and management;
- Assisting in the management and migration of the UNFCCC Roster of Expert (RoE):
 - Assist in implementing the CRM/ROE migration by ensuring quality and comprehensiveness of the data and testing new platform;
 - Process and analyze data to identify experienced reviewers of GHG inventories, national communications/biennial reports and biennial update reports;
 - Reflect the results in the CRM database of the secretariat;
- Assisting in the preparation of communication and social media content (e.g. LinkedIn, Facebook, CGE/ETF webpages);
- Assisting in other ETF Support sub-division related activities as required.

Timeframe

The internship is for a period of 3 months and up to a maximum of 6 months upon mutual agreement. 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 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 **Data Science or Data Analytics, economics, environmental sciences, engineering, international relations** or related.
- Fluency in English is required.

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) or if, situation requires, **on a part-time basis** (20 hours per week).



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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.