



Internship Assignment

Adaptation Division Review sub-division Team (multiple assignments)

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
18 June 2026	26/Intern23/A/Review Sub-division	Flexible, from August 2026 onwards	Minimum three months, maximum six months	On-site or remote

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement by 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 environmental issues of our time.

The Adaptation division of the UNFCCC secretariat supports the intergovernmental process relating to adaptation. This process includes activities relating to the global goal on adaptation, national adaptation plans, the Adaptation Committee, the Least Developed Countries Expert Group, the Nairobi work programme, the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Local Communities and Indigenous Peoples Platform and its Facilitative Working Group, adaptation communications and the adaptation registry. The Adaptation division also engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

The internship positions (remote or in-person) are located in the Review subdivision of the Adaptation division, which supports the provision of coherent, holistic guidance on adaptation to countries.

The Review subdivision consists of three units:

- Adaptation Committee unit, which supports the activities of this constituted body;
- Global Goal on Adaptation unit, which supports the workstream relating to the GGA including the UAE Framework for Global Climate Resilience;
- Reporting and Engagement unit, which supports the work on adaptation communications and the associated registry, adaptation transparency, stakeholder engagement and outreach.

The interns will work with one or more of the units and its team members, under the overall supervision of the Team Lead of the respective units.

Objectives of the internship

The interns are expected to perform a range of activities that are undertaken by all units in the Adaptation division's Review subdivision, including:



- Carrying out web-based research and literature review on specific topics to support the preparation of knowledge products, mandated documents and outreach/information material;
- Supporting the team in updating relevant webpages and support in developing communication materials on assigned topics;
- Participating and assisting in any meetings and events organized under the respective units, including by taking notes during the respective negotiations and assisting the secretariat support team as needed;
- Participating in activities of the Adaptation division, including attending staff meetings, with a view to gaining understanding and insights into issues under other adaptation workstreams, the workings of the UNFCCC and its organizational culture;
- Assisting in activities requested by the Manager of the Review subdivision and the Director of the Adaptation division as needed.

Tasks specific to the three units include:

1. Support to the Adaptation Committee unit:

- Contributing to the committee's communications and outreach work, including drafting newsletters, social media posts, articles, documents and surveys; and graphically designing material to make the technical work of the Adaptation Committee accessible to a broader audience, including publications, slides, posters and social media cards;
- Contributing to technical work on indicators included in countries' national reports for measuring progress achieved towards reaching the global goal on adaptation;
- Researching background information for technical work on the state of adaptation in countries world-wide, and on recognizing adaptation efforts by developing countries.

2. Support to the Global Goal on Adaptation unit

- Conducting research related to the Belém adaptation indicators, and support the delivery of the secretariat technical paper;
- Supporting the preparation of workshops and events organized under the Baku Adaptation Roadmap;
- Supporting the team in tasks related to preparation for negotiations at COP and Subsidiary Body sessions.

3. Support to the Reporting and Engagement unit:

- Supporting the preparation of the secretariat's synthesis report on the state of adaptation efforts, experience and priorities, for the 2nd global stocktake;
- Processing and updating adaptation data and information submitted by Parties;
- Supporting engagement and outreach activities carried out in collaboration with the Office of the Executive Secretary, including preparing background notes on themes ancillary to the work of the adaptation division.



Timeframe

The remote or in-person internships are for a minimum period of three and a maximum of six months. The exact period will be determined based on the interns' availability.

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 economics, development studies, environmental sciences, international relations, or other related fields, with good understanding of climate change and its negotiating process.
- Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Knowledge of additional UN languages is an asset.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multicultural and multi-disciplinary environment is an asset.
- Experience with qualitative data analysis tools, as well as infographics, photography and videography, and communications, including social media, are assets.

IT requirements

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.



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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 in person in the UNFCCC premises in Bonn or remotely on a full- or part-time basis (40 or 20 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**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.