



Internship Assignment

AS/HR/ICT Division
Human Resources Subdivision
Talent Management and Workforce Planning Unit

Announcement number	Application deadline	Duration of assignment	Expected starting date
23/Intern27/ASHRICT-HR Talent Management	21 May 2023	Four to six months	as soon as possible

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 historic 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 environmental issues of our time.

The Administrative Services, Human Resources, and Information and Communication Technology division will deliver a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

Human Resources (HR) subdivision, which 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:

The intern is expected to assist in the overall process of talent recruitment of staff and the implementation of the new recruitment policies, including but not limited to:

- Assist in the overall process of talent recruitment, such as supporting to prepare the Vacancy Announcement and Job Openings, assisting in developing and supporting the Substantive Assessment (written tests, interviews) of different Job Openings, etc.
- Support the implementation of new policies, SOPs and guidelines with respect to recruitment;
- Support the internal communication regarding the new implementation of recruitment policies and other talent management related topics;



- Support the data analysis and reporting of recruitment activities, such as recruitment status, recruitment timeline, etc and contribute to continual improvement of efficiency and communication;
- Assist in the outreach activities via different channels, including outreach events, social media such as LinkedIn, etc;
- Review the website content of the existing internal and external Talent Management websites and support creation and drafting of revised, up-to-date content;
- Engage in other Talent Management-related tasks as needed.

Timeframe

The internship is for a period of minimum four to maximum six months. The exact period will be determined based on the availability of the intern, the needs of the programme, and the intern's on-going university enrolment and performance.

Requirements

- Candidates **must be enrolled** in the last year of an undergraduate degree or in a Master's or PhD programme at a recognized university at the time of application and for the duration of the internship.
- Candidates must be fluent in English (both oral and written). Knowledge of an additional UN language is an asset.
- Studies in the fields of **Business Administration, Law, Communications, International Relations, Economics** or related fields are preferred.
- Exposure to or experience in Human Resources, especially in Talent Acquisition/Recruitment and/or an international environment is an asset.
- Excellent skills in office applications (Microsoft suits), including the emerging ones.
- Skills in data analysis with different tools and platforms.

Computer requirements

For a remote 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 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 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.