



United Nations
Framework Convention on
Climate Change

Internship Assignment

Adaptation Division
Review sub-division
(multiple positions)

Application deadline	Announcement number	Duration of assignment
1 April 2023	23/Intern22/Adaptation-Review subdivision	Three to six months

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 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 national adaptation plans (NAPs), the Nairobi Work Programme (NWP), the Warsaw International Mechanism for Loss and Damage (WIM) and its Executive Committee (Excom), the Adaptation Committee (AC), the Local Communities and Indigenous Peoples Platform (LCIPP), adaptation communications and the adaptation registry. It also facilitates the Resilience Frontiers initiative and coordinates the Climate Resilient Food Systems (CRFS) Alliance, alliance that was borne out of the United Nations Food Systems Summit in 2021. The Adaptation division engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

The Review subdivision, under the Adaptation division of the secretariat, is recruiting interns (in-person or remote) to support the work of the Adaptation Committee. This position is located in the UNFCCC secretariat in Bonn, Germany.

Objective of the internship and responsibilities

Under the overall supervision of the team lead, the interns will undertake research on the overall global state of adaptation, including research on adaptation action of countries, and various existing activities initiated and/or undertaken by multilateral institutions, both global and regional, and other international institutions, in accelerating adaptation actions in all relevant sectors as well as cross-cutting areas, addressing all climate change hazards; compilation, evaluation and analysis; drafting of written inputs; and performing any other tasks as required.

Timeframe

The internship is for a minimum period of three and a maximum of six months within the period of 15 April 2023 to 15 April 2024. The exact period will be determined based on the availability of the intern and the needs of the division.

The selected interns will work in-person in Bonn or remotely, on a full-time basis (40 hours per week).

Minimum requirements

- Candidates **must be enrolled** in the final academic year of a first university degree (minimum Bachelor's degree or equivalent) or a graduate school programme (second university degree or equivalent, or higher) at a recognized university at the time of application and during the entire period of internship.
- 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.
- Preference is given to candidates studying in the fields of economics, development studies, environmental sciences, international relations, or other related fields with good understanding of climate change and its negotiating process.
- Studies in topics related to **climate change (such as ecology, environmental studies, political science, law, anthropology, economics, finance, sustainable development, international relations, or a related discipline)** or communications are an asset.
- Demonstrated oral and written communication skills are required.
- The ability to work in a multicultural and multi-disciplinary environment is an asset.
- Skills in infographics, photography and videography, and communications, including social media, are assets.

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

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 or remotely on a full-time basis (40 hours per week). For more detailed information about the UNFCCC Internship programme, please visit the internship section on our recruitment [webpage](#).

Application procedure

Candidates interested in this assignment and who meet the minimum requirements must use the [online 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 or Skype interview.

