



Remote Internship Assignment
Mitigation division

Application deadline	Announcement number	Expected start date	Duration of assignment
13 February 2022	22/Intern03/Mitigation-NDC-Spanish	21 February 2022	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 Convention secretariat supports the Convention, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Mitigation Division (MD) supports Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating, and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

The NDC Partnership is a global coalition of countries and international institutions working together to ensure countries receive the technical and financial support they need to achieve ambitious climate and sustainable development targets as fast and effectively as possible. The Partnership works with its members to: 1) create and disseminate insightful knowledge products; 2) facilitate technical assistance and capacity building; and 3) facilitate enhanced financial support for Nationally Determined Contribution (NDC) implementation.

Supported by funds received from the European Commission, the secretariat is collaborating with the NDC Partnership Support Unit (SU), including by supporting in-country consultants to facilitate the NDC Partnership work.

Objective of the remote internship and responsibilities

Under the direct supervision of the Team Leader of the NDC, LT-LEDS and Sectorial Support Unit, the intern will support activities related to the in-country engagement work of the NDC Partnership.

The intern will have the opportunity to gain experience in supporting the NDC Partnership's Country Engagement team with a variety of first-level administrative tasks and special projects, collaborate on specific country work, from research and analysis of country data to verification of country documents, administrative support, coordination of meetings and travel arrangements, and possible special projects with the Director of Country Engagement.

They will carry out a range of activities related to knowledge management and general technical support tasks, including, but not limited to:

- Support the preparation of briefing notes, country dossiers, analyses and communications on NDCs in English to support collaboration with the NDC Partnership;



- Support the country team in planning missions, workshops and consultations with developing country members of the Partnership;
- Support the country team in project management for the revision of NDCs and the establishment of technical teams in the countries involved;
- Assist in the evaluation, compilation and formatting of information and data;
- Assist in the maintenance of internal databases and the preparation of reports and ensure linkages with the NDC Partnership;
- Participate in regular meetings of the NDC Partnership, interacting with international organizations that are members of the partnership and countries engaged in the initiative.
- Other related duties.

Timeframe

The **remote internship** is for a minimum period of three and maximum of six months. The exact period will be determined based on the availability of the intern and the needs of the programme.

Minimum requirements

Candidates **must be enrolled** in the last year of an undergraduate degree or in a master's program at a recognized university at the time of application and for the duration of the internship. Candidates must have strong writing skills and **must be fluent in Spanish AND English**; basic understanding of Portuguese is an advantage. Studies in the fields of **economics, development studies, environmental sciences, international relations**, or other related fields with good understanding of climate change, are preferred.

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 remotely on a full-time basis (40 hours per week). 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.