



## Internship Assignment

Communications and Outreach (CO) Programme  
Communications

Announcement number	Application deadline	Duration of assignment
17/Intern60/CO-Communications	31 January 2018	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 Communications and Outreach (CO) programme** is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the UNFCCC Secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

In this regard, the secretariat's Momentum for Change initiative raises awareness about concrete climate action being implemented by a wide range of stakeholders at regional, national, or local level. Momentum for Change's five areas of focus currently include:

- **Women for Results:** recognizing the critical leadership and participation of women in addressing climate change;
- **Financing for Climate Friendly Investment:** recognizing successful financial innovations for adaptation and climate mitigation;
- **ICT Solutions:** recognizing successful climate change mitigation or adaptation activities in the field of information and communication technology;
- **Planetary Health:** recognizing novel solutions that balance the need for healthy communities with stewardship of natural ecosystems;
- **Climate Neutral Now:** recognizing the efforts of individuals, companies and governments, in transitioning to climate neutrality in three steps: Measuring, Reducing and Offsetting.

In 2018, Momentum for Change will launch a call for applications for its five focus areas. A small number of applications will be chosen by the Momentum for Change Advisory Panel, as the 2018 Momentum for Change Lighthouse Activities and will be celebrated in a series of special events during the 2018 United Nations Climate Change conference in Katowice, Poland. These and all projects that are considered to have met the basic eligibility criteria will also be displayed on the secretariat's website and through other media channels.



## Objectives of the internship assignment

Support the Momentum for Change in implementing communications activities during the 2018 call for applications.

### The particular functions are:

- Assist the Momentum for Change team by researching and gathering information on communications tools and tactics;
- Assist with the development, distribution and maintenance of all print and electronic material;
- Support a weekly social media calendar by preparing draft messages and monitoring channels for mentions of the Momentum for Change initiative;
- Help liaise with Lighthouse Activity representatives and writing updates for their activities;
- Help to prepare briefing materials for Advisory Panel members prior to teleconferences;
- Perform other relevant ad-hoc projects and assignments related to communication or research as required.

### Timeframe

**The internship is for a period of minimum three 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.

### Minimum requirements

Candidates must have completed an undergraduate degree and be enrolled 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) and have strong writing skills. Studies in the field of **public policy, public relations or journalism** are preferred.

### 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 [internships](#) section of our website.

### Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their application including a cover letter through the on-line [recruitment system](#). Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.