



## Internship Assignment

### Communications and Engagement Division Communication Subdivision

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
15 May 2026	26/Intern11/CE – Francophone comms	June or later	4-6 months	Remote

### 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 issues of our time.

The Communication and Engagement Division ensures that the global response to climate change is informed by a single cohesive message based on the outcomes of the intergovernmental process and works to improve coherence among the actions of a wide variety of actors and the alignment of those actions with the objective of the Convention and the purpose of the Paris Agreement.

The Communications Subdivision focuses on external and internal communications with the aim of ensuring that all staff, Parties and non-Party stakeholders and the public are well informed and can easily access wide-ranging, relevant, and timely information on the multilateral climate change process.

### Objectives of the internship

Under the direct supervision the Communications Officer, this assignment is designed to provide the intern with an opportunity to gain experience in ensuring the timeliness and quality of the secretariat's outreach and digital content, with a particular focus on Francophone communications, and in supporting activities for the secretariat's Francophone social media channels and website content, through the following tasks:

- Assist in the research, conceptualization and production of new and innovative content in French for UN Climate Change's digital channels, particularly Instagram, Twitter/X, and WhatsApp channel, in line with the communication strategies.
- Adapt, draft and publish Francophone content for digital platforms, ensuring consistency with the organization's overall messaging and editorial guidelines.
- Translate communication materials, social media posts, web content, subtitles and other digital products into French, ensuring linguistic accuracy and cultural appropriateness.
- Support the creation of social media cards, sliders, social videos and other audio-visual materials using basic editing and design tools, including adding French subtitles and captions.



- Monitor and analyze statistics related to Francophone social media content and contribute to performance reporting.
- Support engagement with Francophone media outlets and contribute to maintaining and updating contact lists, including regional African and Middle Eastern Francophone media.
- Assist in planning and organizing other communication activities as required, particularly those targeting Francophone audiences.

In addition, upon completion of the internship, the intern will have contributed substantively to the planning, adaptation, production and delivery of new types of French-language digital communication products across the secretariat's priority channels, helping to strengthen the visibility, accessibility and consistency of UN Climate Change messaging for francophone audiences. Through this assignment, the intern will have supported audience-focused outreach and engagement efforts, including the preparation of French-language social media and web content, the adaptation and translation of key communication materials, and the monitoring of content performance to inform continuous improvement. The intern will also have gained practical experience in multilingual digital communications within an international organization, including exposure to editorial planning, platform-specific content development, basic multimedia production, performance analysis, and communication workflows designed to ensure that complex climate-related information is conveyed clearly, accurately and effectively to diverse audiences.

### Timeframe

The internship is for a period of 4-6 months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment *onsite at the UNFCCC premises in Bonn, Germany or as combination of both (on-site and remote) or remotely complying with the IT requirements mentioned below.*

**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 such as public relations, journalism, visual design, media, translation, languages, environmental studies, international relations or related



disciplines at the time of application and for the duration of the internship. Other fields of study will be considered, provided that candidates have prior substantial experience in social media communications and/or translation.

- Basic proficiency in Canva and similar design tools is required.
- Basic proficiency with tools to edit videos for social media is an asset.
- Candidates must be fluent in French (both oral and written) with excellent drafting skills in French. Fluency in English is required. Knowledge of Arabic and other additional United Nations languages is an asset.
- Excellent computer literacy (Microsoft Office) is required.
- Strong interest and passion for social media and climate change-related topics is required.
- Prior exposure to another UN organization, intergovernmental organization and/or youth organization is an asset.

#### **IT requirements (mandatory in all postings)**

For any remote section of the internship, 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.

#### **Internship conditions (mandatory in all postings)**

**UNFCCC secretariat internships are not remunerated**, and the selected intern will be responsible for all costs associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will support **on a part-time basis** (20 hours per week).

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).



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### **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.