



**United Nations**  
Framework Convention on  
Climate Change

## Internship Assignment

Mitigation Division  
Coordination Implementation Sub-division  
Regional Collaboration Center for Latin America (Panama City, Panama)

Application deadline	Announcement	Expected start date	Duration of Assignment	Modality
29/11/2025	25/Intern34/M/RCC Latin America	January and March 2026	Six months	Remote

### Background

The UNFCCC secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. UNFCCC stands for United Nations Framework Convention on Climate Change. The Convention has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement. The main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above preindustrial levels.

Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

The UNFCCC Regional Collaboration Centres (RCCs) support national climate action through capacity building, technical assistance, and strategic networking – sourcing know-how and resources to drive clean development. The Regional Collaboration Centres provide facilitative support to Parties and Non-Party stakeholders in the regions towards the fulfillment of the mandates under the Kyoto Protocol, the United Nations Framework Convention on Climate Change and the Paris Agreement. Since the adoption of the Paris Climate Change Agreement in December 2015, this also includes facilitative support towards the preparation and implementation of countries' Nationally Determined Contributions (NDCs) and long-term low GHG emission development strategies (LT-LEDS).

The UN Climate Change Secretariat partners with organizations to operate six RCCs globally:

- RCC Asia and the Pacific Bangkok (Institute for Global Environmental Strategies [IGES])
- RCC Middle East, North Africa and South Asia MENA and South Asia (World Green Economy Organization [WGEO])
- RCC Eastern and Southern Africa (East African Development Bank [EADB])
- RCC Western and Central Africa (Banque Ouest Africaine de Developpement [BOAD])
- RCC Caribbean (Windward Islands Research & Education Foundation [WINDREF])
- RCC Latin America (UN Environment Programme [UNEP])

This position is located in Panama City, Panama at the Regional Collaboration Centre for Latin America (RCC LatAm) which was established in 2013 to provide hands-on support to governments, NGOs and the private sector in Latin America. The RCC LatAm helps channel local, regional, and global resources into climate action, facilitating the implementation of countries' Nationally Determined Contributions, National Adaptation Plans, roadmaps for the implementation of the 2030 Agenda for Sustainable Development, and other relevant policies and strategies in the region.



The RCC LatAm provides training, advising, and networking support to the region. It plays a crucial role in addressing the impacts of climate change and promoting sustainable environmental development.

### Objectives of the internship assignment

Under the direct supervision of the Regional Lead of the RCC LatAm, the intern will perform a range of activities related to the implementation of the workplan of the RCC, including but not limited to:

- Conducting desk research on countries' situations, priorities, and needs in relation to Article 6, Carbon Pricing, and Nationally Determined Contributions (NDCs), as well as communication and knowledge management.
- Assisting in compiling and analyzing information on existing national and regional strategies, frameworks, regulations, policies, and initiatives related to Article 6 and NDCs.
- Supporting the analysis and synthesis of data and information to generate insights and recommendations on Article 6 and NDCs.
- Assisting in the organization of workshops, webinars, and other stakeholder engagements related to Article 6 and NDCs, including preparation of background materials and note-taking.
- Assisting in the preparation and drafting of various written outputs such as briefs, background notes, reports, and communication materials on Article 6 and NDCs.
- Supporting the development of presentations, infographics, and visual communication materials to strengthen outreach and understanding of Article 6 and NDC-related content.
- Assisting in designing templates, layouts, and visual summaries (e.g., flowcharts, diagrams, data visualizations) for knowledge products and communication outputs, ensuring consistency with organizational branding.

### Timeframe

**The internship is for a period of six months**, with the expected starting date between January and March 2026. The exact period will be determined based on the availability of the intern and the needs of the RCC.

The selected candidate will be expected to perform the assignment remotely complying with the IT requirements mentioned below. Interns are expected to align their work schedule with the working hours of the RCC.

### Minimum requirements

- Candidates **must be enrolled** in the last year of an undergraduate **or** in a Graduate or Master's programme at a recognized university in fields such as **Sociology, Environmental science, Political science, Economics, Law** or related disciplines at the time of application and for the duration of the internship.
- Candidates must be fluent in English (both oral and written) and Spanish.
- Demonstrated excellent written and communication skills.
- Candidates must be able to work in a multi-cultural and multi-disciplinary environment.



### 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. In case of remote internship, interns are expected to work with their own computer and internet access. For in-person internship, interns will be provided a laptop and internet connection. For more detailed information about UNFCCC Internship programme please visit the internships 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.

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