

TERMS of REFERENCE

UN Agency:	UN Human Rights Office in Moldova (OHCHR / Office of the UN High Commissioner for Human Rights)
Title of the internship position:	Communications and Administrative Support Intern
Program / Project / Section:	OHCHR Country Office, Chisinau, Moldova
Reports to (officer in charge):	National Human Rights Coordinator / Finance and Administrative Associate
Duration and Period of the Internship:	1 April – 30 June 2016 (3 months), with a possibility of extension
Weekly workload (hours / week):	16-20 hours / week

Background

The National Human Rights Coordinator under the umbrella of OHCHR field presence in Moldova assists the UN RC Office, UN Country Team in Moldova, Government and civil society in strengthening human rights and human rights based approaches, working closely with the UNCT on capacity building and mainstreaming human rights in their work, as well as providing support in their engagement with national actors on human rights, including advising national authorities upon request. Thematic priorities for the office work are: Countering discrimination, in particular racial discrimination, discrimination on the grounds of sex and gender, religion, disability and against others who are marginalized; Combating impunity and strengthening accountability and the rule of law; Strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

Summary of key responsibilities

1. Support in Communications and Outreach

- 1.1) Develops simple informational and communication materials about the activities of the OHCHR office in Moldova;
- 1.2) Posts news and other relevant information on relevant websites and on-line platforms, including regional communications channels (particularly in Gagauzia, Taraclia district, Northern Moldova, etc);
- 1.3) Provides help in up-dating OHCHR Facebook page;
- 1.4) Assists in monitoring post-event media reflections;
- 1.5) Assists in photo-documentation of OHCHR events and keeps the OHCHR photo-gallery accurately updated;

2. Administrative support and general assistance

- 2.1) Provides logistical support in organizing events, including by preparing and distributing event invitations and receiving event confirmations, by drafting short events notes, etc;
- 2.2) Provides support in keeping track of office correspondence, publications and other items;
- 2.3) Performs other duties as assigned by supervisor(s).

Eligibility requirements

Education

- At least secondary education (University degree is an advantage, but **is not** a mandatory requirement);

Minimum qualifications / skills and competencies

- Good oral and written communication skills;
- Ability to work well with diverse groups of people;
- Comfortable in talking and interacting with others;
- Core Values: Commitment, Diversity and Inclusion, Integrity;
- Core Competencies: Communication, Working with People, Drive for Results;
- Personal Qualities: Responsibility, Creativity, Flexibility, Punctuality;

- Languages: Fluency in Romanian **or** Russian, both oral and written. Fluency in English – is an advantage, but **is not** mandatory. Knowledge of one of the following Moldova's minority languages is a great advantage: Gagauzian, Bulgarian, Romani, Ukrainian, sign language.

This internship position seeks to fill in under-representation primarily of the following groups: persons with disabilities (of all types), ethnic Gagauz, Bulgarians, Roma, people of African descent, Muslim women, other minorities, and comes as a temporary special measure.

Internship package and working conditions

- Remuneration: this internship **is not** a paid position;
- Workplace conditions: the intern will have a workplace equipped with a computer and necessary stationery, and reasonably accommodated to special needs (in case of necessity);
- Urban transportation costs (in case of an intern with reduced mobility) – will be covered, in case of necessity;
- Inter-urban transportation costs (in case of an intern residing outside Chisinau) – will be covered, in case of necessity (one round trip once per month, as per UN reimbursement rules);
- Living and other relevant costs (in case of an intern permanently residing outside Chisinau) – will be covered with the support of a partner NGO, in case of necessity.