

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:	Programmatic and Administrative Support Intern
Program / Project / Section:	Anti-discrimination and National Human Rights Institutions Program
Reports to (officer in charge):	Program Coordinator
Duration and Period of the Internship:	1 April – 30 June 2016 (3 months), with the possibility of extension
Weekly workload (hours / week):	15-20 hours / week

A. 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.

B. Scope of the work and summary of key responsibilities:

Two specific projects/programs on (i) countering discrimination in the Republic of Moldova and (ii) enhancing the capacities of the National

Human Rights Institutions are currently under implementation and development by OHCHR in Moldova. The intern is expected to work under the supervision of the Projects Coordinator on Anti-discrimination and National Human Rights Institutions in view of supporting the office with programmatic and administrative work by fulfilling the following tasks:

1. Support in conducting basic research and analysis:

- 1.1. Collects and systematizes relevant information based on specific criteria indicated by the supervisor;
- 1.2. Summarizes relevant information from existing studies, analysis and reports for further programmatic use;
- 1.3. Carries out other types of basic research and analysis as indicated by the supervisor.

2. Communications and Outreach:

- 2.1. Promotes widely the programmes' related news/ articles/ information on relevant websites and on-line platforms, including regional communications channels (particularly in Gagauzia, Taraclia district, Northern Moldova, etc);
- 2.2. Conducts a weekly screening of local/national mass-media channels and report on any related emergency/strategic issues;
- 2.3. Assists in monitoring post-event media reflections;
- 2.4. Carries out other communications and outreach tasks as indicated by the supervisor.

3. Administrative support and general assistance:

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

C. Minimum eligibility requirements:

Education:

- Undergraduate in the second year and above at college and/or university. Applicants who have recently got a college and/or university degree are strongly encouraged to apply (this is an advantage, but is not a mandatory requirement);

Qualifications and skills:

- Good oral and written communication skills;
- Ability to work well with diverse groups of people;
- Comfortable in talking and interacting with others;
- Demonstrable interest in basic research and analysis;

Personal Qualities: Responsibility, Creativity, Flexibility, Punctuality;

Core Competencies: Communication, Working with People, Drive for Results;

Core Values: Commitment, Diversity and Inclusion, Integrity;

Languages: Fluency in Romanian **or** Russian, both oral and written. Knowledge of English language would represent an advantage as well as knowledge of one of the following Moldova's minority languages: Gagauzian, Bulgarian, Romani, Ukrainian, sign language.

This internship position seeks to promote and support the following under-represented groups in Moldova: persons with disabilities, ethnic Gagauz, Bulgarians, Roma, other minorities, and comes as a temporary special measure.

D. 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.