

TERMS of REFERENCE

UN Agency:	UNDP Moldova
Title of the internship position:	Communications and Administrative Support Intern
Program / Project / Section:	Justice and Human Rights Projects Management Unit
Reports to (officer in charge):	Project Manager(s)
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 Justice and Human Rights Projects Management Unit aims to ensure a programmatic approach and allow for a coherent coordination and joining efforts for the management and implementation of justice and human rights development projects, initiatives and events. The current projects and initiatives are at different stages of the implementation:

The „Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations” Project aims to contribute to the effective protection and promotion of human rights, equality and non-discrimination in the Republic of Moldova with particular attention to women, minorities, marginalised and vulnerable groups. The project seeks to catalyse the emergence of the strongest possible independent national human rights institutions for Moldova – Ombudsperson Office and Equality Council – and to increase their focus around core strategic human rights goals to maximise their impact.

The project „Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion” aims to improve human rights protection and rule of law, including effective national implementation of European and international instruments in the Republic of Moldova, and in-line with the national priorities, strategies and plans.

Other ongoing interventions are focused on supporting implementation of specific actions of the Justice Sector Reform Strategy Action Plan and the comprehensive efforts in police reform in the Republic of Moldova by providing technical assistance, capacity building and bringing innovative approaches and solutions to issues faced within the reform process.

Summary of key responsibilities

1. Support in Communications and Outreach

1.1 Develops simple informational and communication materials about the activities of the UNDP Justice and Human Rights Projects Management Unit 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. Provides help in creating updates for the UNDP Facebook page, specifically in relation to the activities of the Justice and Human Rights Projects Management Unit;

1.4 Assists in monitoring post-event media reflections;

1.5 Assists in photo-documentation of events and keeps the Justice and Human Rights Projects Management Unit 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 (completed 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 of the following groups: persons with disabilities, ethnic minorities, especially ethnic Gagauzians, Bulgarians, Roma, people of African descent, people living with HIV, religious minorities, LGBT, 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 necessary stationery, and reasonably accommodated to special needs (in case of necessity), although **computer cannot be provided** at this point;
- Urban, inter-urban transportation costs (in case of an intern with reduced mobility), as well as living or other relevant costs (in case of an intern permanently residing outside Chisinau) – will be additionally discussed and agreed.