

TERMS of REFERENCE

UN Agency:	UNDP Moldova
Title of the internship position:	Communications and Administrative Support Intern – Comrat office
Program / Project / Section:	Network of Career Advisory Centers in the Republic of Moldova Project / SYSLAB Centre in Comrat
Reports to (officer in charge):	Coordinator of the Centre
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 Network of Career Advisory Centers in the Republic of Moldova Project objective is to consolidate the employability intervention by UNDP Moldova, SYSLAB International and Ministry of Economy, to include support for the operation and development of existing network of centers and establishment of a separate entrepreneurship component to support self-employment of motivated unemployed with entrepreneurial ideas in each of the operational centers. Moreover, the Project shall further up-scale the seed-money fund for such motivated unemployed, through matching grants to direct beneficiaries on a competitive basis for supporting innovative business start-ups.

Summary of key responsibilities

1. Support in Communications and Outreach

- analyze promotional and recruitment efforts of the Centre and propose/implement improvements for further such efforts;
- collect success stories from the beneficiaries of the Centre and prepare media versions;

- prepare media contents for www.syslab.md web site, FB and OK pages of the Centre, other digital and printed media sources and support publishing of such content;
- prepare media monitoring reports.

2. Administrative support and general assistance

- support with registration of Centre's beneficiaries and maintenance of contacts with the beneficiaries;
- support the Assistant of the Centre in maintaining a minimum filing system;
- support accomplishing new and different requests at the level of SYSLAB Advisory Centre;
- explores opportunities to add value to job accomplishments.

Eligibility requirements

Education

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

Minimum qualifications / skills and competencies

- Good verbal and written communication skills;
- Attentive to details and fast learner;
- Good time management skills; able to schedule activities and observe their timely accomplishment;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc);
- Languages: Fluency in Romanian **or** Russian, both oral and written. Fluency in English – is an advantage, but **is not** mandatory.

This internship position seeks to fill in under-representation of the following groups: persons with disabilities, ethnic Gagauzians, Bulgarians, Roma, religious minorities, people from rural areas, and comes as a temporary special measure.

Internship package and working conditions

- Friendly atmosphere at the Centre;
- The intern will have a dedicated working space equipped with a computer, Internet and landline phone access, advice and logistical support from the staff of the Centre for undertaking the activities related to the internship;
- Access to office supplies, printer, coffee and tea;
- This internship **is not** a paid position.