

TERMS of REFERENCE

UN Agency:	UNFPA, United Nations Population Fund in Moldova
Title of the internship position:	Communications Intern
Program / Project / Section:	UNFPA Moldova Country Office
Reports to (officer in charge):	Communications Officer
Duration and Period of the Internship:	1 June – 30 September 2016 (4 months)
Weekly workload (hours / week):	16-20 hours / week

Background

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. In Moldova, UNFPA partners with the Government, civil society and other UN agencies to provide technical assistance, catalyze partnerships and advocate for policies and measures to ensure that everybody counts.

UNFPA supports national efforts and offers expertise to develop modern policies and programmes in delivering quality family planning services and respond effectively to gender-based violence, and ensuring youth-friendly reproductive health care and age-appropriate comprehensive sexuality education. UNFPA advocates for the welfare of young people in Moldova by promoting the human rights of adolescents, and engaging young people in decisions that affect them.

UNFPA Moldova is also assisting the Government of Moldova in improving the quality and the access to accurate and disaggregated data for evidence-based and people-centred policies, which focus on the quality of life to meet the rights and aspirations of every member of the society regardless the language they speak, their education and employment, place they live, or whatever challenges they face from poverty, exclusion or disability. Because everyone counts.

Summary of key responsibilities

Support in Communications and Outreach

- 1) Conducts media monitoring of the local media on the UNFPA mandate related issues and produce thematic press-clippings;
- 2) Develops simple informational and communication materials about the activities of the UNFPA Country Office in Moldova;
- 2) Assists with the elaboration and posting content and other relevant information on the UNFPA Moldova web-page;
- 3) Provides assistance in managing UNFPA Moldova Facebook, YouTube and Twitter accounts;
- 4) Assists in monitoring post-event media reflections;
- 5) Provides assistance to UNFPA Moldova Implementing Partners and project beneficiaries in managing communication and advocacy activities;
- 6) Participates jointly with the programme team in the development and design of targeted publications and promotional materials as per programme needs;
- 7) Assists in photo-documentation of UNFPA Moldova events and keeps the UNFPA Moldova video and photo-gallery accurately updated;
- 8) Exchanges information, experience and lessons learned on how to improve the UNFPA external communication.

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 Gagauzians, Bulgarians, Roma, and comes as a temporary special measure.

Remuneration: This internship position **is not** financially remunerated.

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).