

## **TERMS of REFERENCE**

<b>UN Agency:</b>	UNDP Moldova
<b>Title of the internship position:</b>	HIV Research and Administrative Support Intern
<b>Program / Project / Section:</b>	Justice and Human Rights Programme
<b>Reports to (officer in charge):</b>	Justice and Human Rights Programme Analyst
<b>Duration and Period of the Internship:</b>	1 April – 30 June 2016 (3 months), with a possibility of extension
<b>Weekly workload (hours / week):</b>	16-20 hours / week

### **Background**

UNDP has helped the Republic of Moldova develop policies and strategies on justice and human rights, such as gender equality, non-discrimination, torture and ill treatment in detention, domestic violence, human trafficking, improvement of access to justice and social inclusion of people with disabilities.

There is room for progress in a number of other areas, such as equality and non-discrimination on the grounds of sexual orientation, ethnicity, disability and health status (including HIV), inclusion of the Roma population, human rights mainstreaming in education, implementation of international commitments, etc. The HIV related work is planned to be focus on three priority directions:

- Combating prejudices about people living with HIV;
- Raising awareness about HIV, its transmission and treatment;
- HIV related support in UN, in Moldova and prevention of new HIV infections.

### **Summary of key responsibilities**

#### **1. Support in research and outreach**

1.1 To design a questionnaire for UN staff on HIV issues and to analyse the collected replies/data;

- 1.2 To elaborate a HIV Awareness Action Plan for UN staff on the basis of the questionnaire and other information and data available;
- 1.3 To contribute to the implementation of the Action Plan;
- 1.4 To contribute to the identification of HIV related priorities and needs, and to the elaboration of HIV related projects in Moldova;
- 1.5 To keep contacts and cooperate strongly with relevant UN Agencies and NGOs working with and for people living with HIV and on HIV related issues in order to fulfill the tasks assigned.

## 2. Administrative support and general assistance

- 2.1 Provides logistical support in organizing events on HIV for UN staff and UNDP partners, 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 correspondence, publications, archive and other items;
- 2.3 Performs other duties as assigned by supervisor.

## **Eligibility requirements**

### Education

- At least secondary education (completed University degree, especially in the field of sociology, medicine, law, journalism or other fields, is an advantage, but **is not** a mandatory requirement).

### Minimum qualifications / skills and competencies

- General understanding of HIV related situation, problems and major actors in Moldova; volunteer and/or work experience on HIV related issues is an advantage but is NOT a mandatory requirement;
- Ability to work well with diverse groups of people, including people living with HIV, LGBT and other groups;
- Good oral and written communication skills;
- Comfortable in talking and interacting with others;
- Core Values: commitment, diversity and inclusion, integrity;

- Core Competencies: communication skills, enthusiasm, drive for results, ability to work on computer using Word, internet browsers and e-mail;
- 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: people living with HIV, LGBT, volunteers and activists of HIV and/or LGBT NGOs, 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 mostly work outside the UNDP office and will participate in all working meetings organized by the office. Intern needs to ensure access to computer and internet;
- 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.