



TERMS of REFERENCE

UN Agency:	United Nations Development Programme (UNDP)
Title of the internship position:	Russian Proofreader and Translator for UN in Moldova Webpage
Program / Project / Section:	UN Resident Coordinators Office (UN RCO), Chisinau, Moldova
Reports to (officer in charge):	Communications Analyst, UN Resident Coordinator Office
Duration and Period of the Internship:	1 April – 30 July 2016 (4 months), with a possibility of extension
Weekly workload (hours / week):	10-15 hours / week

Background

The „UN in Moldova” manages www.md.one.un.org which aims to inform a wide array of audiences about the latest developments of UN’s work in Moldova. It is designed to link all UN Agencies activities and results under a single source of information in order to build a common image and to present the visitor with the overall UN activities in a simple and structured manner.

Summary of key responsibilities

Objectives:

- Proofreading Russian version of www.md.one.un.org;
- Translating content for www.md.one.un.org from English/Romanian in Russian.

Tasks and responsibilities:

After receiving the content from UN RCO Communications Analyst will perform the following tasks:

- Proofread content for www.md.one.un.org;
- Translate content, mostly press-releases, statements, success stories for www.md.one.un.org;



- Work in close collaboration with the UN Communications Group.

Deliverables:

- Russian version of www.md.one.un.org proofread and up-to-date.

Eligibility requirements

Education:

- At least secondary education (completed University degree linguistics, communications, journalism, international relations, law, development-related field is an advantage, but IS NOT a mandatory requirement).

Minimum qualifications / skills and competencies:

- Candidates should preferably have some practical experience as translator/editor;
- Skills: swift research, reporting, writing and editing skills;
- Core Values: Commitment, Diversity and Inclusion, Integrity;
- Core Competencies: communication, ability to work on computer, Word, internet browsers and e-mail;
- Personal Qualities: responsibility, punctuality, attention to details, ability to work on deadline;
- Languages: excellent written command of Russian. Understanding of written texts in English **OR** Romanian. 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 work outside the UN office and will participate in all working meetings organized by the office.
- Supervision: the Intern will work under the supervision of the UN/UNDP Communications Analyst. The UN/UNDP Communications Analyst will provide the Intern with the necessary information and



materials for the fulfilment of tasks and will facilitate the necessary meetings.

- 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.