

**TERMS of REFERENCE**

**Title of the position:** Internship

**Branch / Section / Project / Program:** Eliminating Violence Against Women Pogramme Pillar

**Reports to**: EVAW Programme Coordinator

**Duration and Period of Internship:** up to 4 months, starting from June 2018

**Weekly workload (hours / week):**

up to 10 hours per week, with flexible arrangements

**Background**

The United Nations Entity for Gender Equality and Empowerment of Women (UN Women) grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women promotes the human diversity, non-discrimination and inclusion of all minorities in all the socio-economic field seeking to contribute to the empowerment of people vulnerable to human right violations.

The announced internship position comes as a measure to enable people belonging to groups vulnerable to discrimination to get the necessary skills to further defend and promote their own rights.

Under the guidance and direct supervision of the EVAW Coordinatorthe intern is supposed to assist on a part-time basis in daily implementation of the tasks in the above-mentioned Pillar.

**Key Duties and Responsibilities**

1. Provide logistical support in organizing events, including by preparing and distributing event invitations and receiving event confirmations, etc;
2. Catalogue, gather and systematize the necessary information;
3. Create various Excel databases;
4. Provide assistance within communication with partners (invitations and confirmations);
5. Provide assistance with translations (Ro-Ru/Ru-Ro). English is an asset;
6. Other duties as assigned by Supervisors.

**Eligibility requirements**

Completion of secondary education

**Minimum qualifications / skills**

1. Excellent oral, written, and communication skills;
2. Ability to work well with diverse groups of people;
3. Comfortable talking with and interacting with others;
4. **Languages:** Fluency in Romanian and Russian, both oral and written. Fluency in English - would be an asset.

**Competencies**

1. Proven commitment to the core values of the United Nations; is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, sexual orientation, or other status;
2. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
3. Accepts responsibility and accountability for the quality of the outcome of his/her decisions.

**Internship package and working conditions**

The interested candidates shall submit the following package of documents:

1. CV;
2. Letter of motivation;
3. 1-2 recommendation letters (from supervisor, teacher, colleagues or any other person who can describe your competencies).

**Note**: The intern will be provided with a fully equipped workplace.