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**TERMS of REFERENCE**

**Diversity Internship Program**

**Title of the position:** Internship

**Duty Station:** United Nations Development Programme in Moldova (UNDP Moldova), Chisinau, Republic of Moldova

**Section/Unit:** Operations unit

**Reports to:** staff member to which he/she is assigned

**Duration and Period of Internship:** 4 – 6 months

**Weekly workload (hours / week):** 10 to 20 hours per week

**Background**

Under the guidance and direct supervision of the staff member to which he/she is assigned, the intern is supposed to assist on a part-time basis in daily implementation of the tasks in the above-mentioned Unit.

**Key responsibilities**

To ensure that the intern gets the most suitable learning path, as well as efficiently contribute to the overall activity of the Unit, the following main responsibilities are envisaged:

* Provide support in conducting research and/ or data collection and analysis;
* Drafting and/ or writing documents/ papers of topics of relevance for the Unit;
* Cataloguing, gathering and systematizing the necessary information;
* Assisting and providing logistical support in the organization of events, forums or other collaborative events;
* Other duties and support as assigned by Supervisor.

**Eligibility requirements**

* Completion of secondary education.

**Minimum qualifications / skills**

* Attentive to details and fast learner;
* Good time management skills;
* Fluency in Russian and/or Romanian;
* Written and spoken in English – an advantage;
* Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset;
* Computer literate in standard software applications - an advantage.

**Core Competencies**

* Demonstrates keen interest in the work of the UN and of UNDP, and have a personal commitment to UNDP's Statement of Purpose and to the ideals of the UN Charter;
* Demonstrates the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views;
* Demonstrating/safeguarding ethics and integrity;
* Demonstrate corporate knowledge and sound judgment;
* Self-development, initiative-taking;
* Acting as a team player and facilitating team work;
* Facilitating and encouraging open communication in the team, communicating effectively;
* Creating synergies through self-control;
* Managing conflict;
* Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
* Informed and transparent decision making.

**Who can apply**

This internship position is a temporary special measure and intends to fill in the under-representation in UNDP Moldova, first of all, of the following groups: persons with disabilities; ethnic minorities, especially Gagauz, Bulgarian, Roma, Jews, African; people living with HIV; religious minorities, especially Muslim women; LGBTQI.

**Internship package and working conditions**

The interested candidates shall submit the following package of documents:

* CV;
* Letter of motivation;
* 1-2 recommendation letters (from NGO representative, supervisor, teacher, colleagues or any other person who can describe your competencies);
* Information on the special needs the person might have such as reasonable accommodation at the workplace or any other specific needs.

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