



TERMS of REFERENCE

Title of the position: Administrative/Financial Support Intern

Branch / Section / Project / Program: Inclusive Growth Cluster, STRONG

Reports to: Project Manager

Duration and Period of Internship: 4 months

Weekly workload (hours / week): 10-20 hours per week, with flexible working arrangements

Background

The Strengthen social cohesion through inclusive participation and empowered citizens (STRONG) project aims to foster social cohesion through partnerships and interventions that empower diaspora members, returning migrants, and local citizens. The project aims to improve living standards in Moldova by promoting an inclusive, accountable, and evidence-based governance model, increasing diaspora participation in sustainable development.

Outcome 1 focuses on enhancing governmental mechanisms for community development and supporting the Diaspora Relations Bureau to institutionalize best practices. Outcome 2 enhances the capacities of the HTA Alliance as a knowledge center, enabling local stakeholders and the diaspora to engage in community development and social cohesion initiatives. STRONG is part of the third phase of the SDC Program "Moldova - Making Most of Migration," targeting relevant local authorities and community organizations to foster resilience and democratic engagement among diaspora members, returnees, and refugees.

Under the guidance and direct supervision of the staff members 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

- *Work within the Project team to scan the Procurement and Finance records within the period specified under the project life.*
- *Package in archive boxes or files and arrange Procurement and Finance records according to the UNDP Moldova archiving guidelines and archiving plan;*

- *Create, edit and maintain records/registries in various content management systems, including Assets Management, Procurement evidence, Financial Reporting documents, Travel Management, Programme deliverables, etc.*
- *Assist the Programme in all administrative and financial-related matters, such as logistics support to different events organized by the project, support with preparing documents for payments, responses;*
- Other duties as assigned by Mentor.

Eligibility requirements

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
- Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

Minimum qualifications / skills)

- Good time management skills;
- Computer literate in standard software applications;
- Knowledge of Microsoft Office Suite, including Excel spreadsheet;
- Working knowledge of both written and spoken English.
- Working knowledge of Romanian and Russian is desirable
- Basic financial/budgeting experience is desirable
- Basic knowledge of logistics activities

Core Competencies

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, sexual orientation, or other status;
- 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, self-development and initiative-taking.

Who can apply?

This internship position seeks to target persons belonging to marginalized groups, who are underrepresented at the national labor market and particularly: Women and men with diverse gender identities, persons with disabilities, people living with HIV, LGBTIQ people, ethno-linguistic, cultural and religious minorities, refugees, migrants, other marginalized groups.

Internship package and working conditions

The interested candidates shall submit the following package of documents:

1. UNDP Online application (P11)
2. Letter of motivation
3. 1- 2 recommendation letters (from supervisor, teacher, colleagues or any other person who can describe your competencies)
4. Information on the additional / special needs the person might have such as reasonable accommodation at the workplace, transportation, food or any other specific needs.
5. Interns, whether engaged in-person or remotely, are responsible for securing adequate medical insurance for the duration of their internship with UNDP and must provide self-certification of good health prior to starting the internship. UNDP will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.

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

Upon completion of the internship, the intern receives a certificate from UNDP.