

**UN Moldova Internship Program for Persons Belonging to**

**Under-Represented Groups**

**Terms of Reference**

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| **UN Agency:** | United Nations Development Programme (UNDP) in Moldova |
| **Title of the internship position:** | Administrative Support Intern |
| **Program / Project / Section:** | Procurement Support Services to the Ministry of Health Project |
| **Reports to (officer in charge):**  | Project Manager  |
| **Duration and Period** **of the Internship:** | 1 June – 30 November 2018 (6 months), with a possibility of extension |
| **Weekly workload (hours / week):** | 16-20 hours / week |

**Background**

Access to the qualitative essential medicines/technologies, as part of the fulfilment of the right to health, is recognized in the international treaties Republic of Moldova is a State Party to, the Constitution and national legislation, however, it remains a challenge for the national system of heath procurement. Prices of medicines and medical products are influenced by different factors such as wholesaler and pharmacy mark ups, in country medicine registration procedure, registration price calculation method, etc. Additionally, the country’s public health system relies heavily on generic equivalents.

To respond to the challenges, the Ministry of Health and United National Development Programme (UNDP) in Moldova have elaborated the Procurement Support Services to the Ministry of Health Project to facilitate and improve access to medicines and medical devices, specifically for those supplied under the national health programs.

The proposed overall objective will be achieved by implementing the following project’s specific objectives:

* To procure medicines and other health products for the National and Special Public Health Programmes starting with 2017;
* To help the Ministry of Health ensure transparency, accountability and effectiveness in the procurement of medicines and other health products;
* To improve the storage facilities of Moldfarm in line with WHO and EU recommended good distribution practices (GDP).

**Summary of key responsibilities:**

* 1. To contribute to the elaboration of tender documents and evaluation of submissions;
	2. To contribute to the administrative and logistical arrangements for the prompt and effective implementation of activities;
	3. To contribute to the communication of results achieved within the Project, including through social networks;
	4. Provides support in arrangement of external and internal meetings (including with relevant patients' and other NGOs, public institutions and development partners, etc.);
	5. Provides support in keeping track of correspondence, publications, archive and other items;
	6. Other duties as assigned by Supervisor.

**Eligibility requirements**

Education:

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

Minimum qualifications / skills and competencies:

* General understanding of administrative work, finance, or other substantive area;
* Volunteer and/or work experience on administrative / finance / procurement related issues is an advantage but is NOT a mandatory requirement;
* Ability to cooperate efficiently with diverse groups of people, including people living with HIV, TB and other groups;
* Good oral and written communication skills;
* Comfortable in talking and interacting with others;
* Core Values: 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;
* 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 or more other languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language, is an advantage.

**Who can apply for the internship?**

This internship position comes as a temporary special measure and seeks to fill in under-representation in UNDP Moldova primarily of persons belonging to the following groups: persons with disabilities, ethnic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, LGBTI.

People living or affected by HIV, TB or other health issues are especially encouraged to apply.

**Additional application requirement:**

* In addition to the general application requirements, applicants are encouraged to provide a reference from an NGO working on HIV, TB, patient rights or related area.

**Internship package and working conditions**

* Remuneration: this internship **is not** a paid position.
* Workplace conditions: Intern will work inside and outside the UNDP office and will participate in all working meetings organized by the office. Intern needs to ensure access to computer and internet (access to the internet will be provided when working in the UNDP office).
* 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.