

**TERMS of REFERENCE**

**Title of the position:** Communications Intern

**Branch / Section / Project / Program:** Diversity and Inclusion Program, OHCHR Moldova

**Reports to**: Diversity and Inclusion Program Coordinator; Communications Consultant.

**Duration and Period of Internship:** up to 6 months, starting from June 15 2018

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

up to 15 hours per week, with flexible arrangements

**Background**

The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

OHCHR in Moldova led by the National Human Rights Coordinator supports and advises the UN RC Office, United Nations Country Team (UNCT) in Moldova, Government, National Human Rights Institutions (NHRIs), civil society and community groups in strengthening human rights and human rights based approach to development. The National Human Rights Coordinator is assisted in the accomplishment of his mandate by a National Human Rights Officer.

According to the Country Note for the Republic of Moldova 2014-2017, the thematic priorities for interventions include: (1) countering discrimination, in particular racial discrimination, discrimination on the grounds of disability, religion, sexual orientation and other criteria; (2) combating impunity and strengthening accountability and the rule of law; (3) strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

As a part of its mandate of promoting the human diversity, non-discrimination and inclusion of all minorities in all the socio-economic fields, the OHCHR is seeking to contribute to the empowerment of people vulnerable to human right violations.

The announced 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.

**Key Duties and Responsibilities**

1. Provides logistics support to different events organized by the projects/programmes, drafting of the minutes for these events and other short informative notes;
2. Assists in monitoring sensitive human rights issues in the media, as well as coverage of OHCHR post-events media/social media reflections.
3. Provides assistance within communication with partners (invitations and confirmations)
4. Provides assistance with translations (Ro-Ru/Ru-Ro). English is an asset.
5. 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. Knowledge of one or more other languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language, is an asset.

**Competencies**

1. Proven commitment to the core values of the United Nations; in particular, is respectful of differencies 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);
4. **Additional needs:** accommodation, transportation and food.
5. **Special needs**: reasonable accommodation at the workplace or any other specific needs.

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