**TERMS of REFERENCE**

**Title of the position: Communications Intern**

**Branch / Section / Project / Program: Communication Unit UNFPA Moldova**

**Reports to: Communications officer**

**Duration and Period of Internship: up to 6 months**

**Weekly workload (hours / week): up to 20 hours per week, with flexible arrangements**

**Background**

UNFPA, United Nations Population Fund, is the lead UN agency for reproductive health and rights for all. UNFPA is working in over 155 countries, by protecting the rights of women and young people and promoting their dignity, equality and inclusivity. In the Republic of Moldova UNFPA is present since 1995. At present, UNFPA is implementing a new Country Programme for 2018-2022, which vision is to reduce the number of adolescent pregnancies, reduce the incidence of cervical cancer among women and empower young girls and boys to make the right choices for their future. We work with government institutions, donors, civil society organizations, the private sector, communities and individuals to make this possible and bring positive changes in the lives of people. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fullfilled.

**Key responsibilities**

1. General assistance
2. Provides logistics support to different events organized by the office, ensuring the record of participants at these events, distributing materials and other similar tasks;

Communications

1. Research, gathers, writes and coordinates relevant information on key UNFPA activities for further dissemination on social media channels, web-sites and other communications platforms in close coordination with Communication Officer,
2. Assists in monitoring sensitive issues related to UNFPA mandate in the media, as well as coverage of UNFPA post-events media/social media reflections;
3. Keeps the UNFPA photo-Gallery accurately up-dated by events / campaigns / specific thematic sessions;
4. Update UNFPA media database by screening the existing national and local media web-platforms, TV channels, newspapers web-sites and stocking their recent contact details information,
5. Provides assistance within communication with partners (invitations and confirmations)
6. Other duties as assigned by Supervisor.

**Eligibility requirements**

Completion of secondary education

Minimum qualifications / skills

* Excellent oral, written, and communication skills;
* Basic knowledge and understanding of social media/media techniques.
* Ability to work well with diverse groups of people;
* Comfortable talking with and interacting with others;
* **Languages:** Fluency in Romanian, both oral and written. Fluency in Russian/ 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**

* 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;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Accepts responsibility and accountability for the quality of the outcome of his/her decisions.
* Creative, open-minded and willing to perform the required tasks for own professional development.

**Internship package and working conditions**

The interested candidates shall submit the following package of documents:

* CV
* Letter of motivation
* 1-2 recommendation letters (from 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.*