

**TERMS of REFERENCE**

 **Title of the position: Equality Outreach Intern.**

**Branch / Section / Project / Program:** Office of the High Commissioner for Human Rights (OHCHR) Moldova.

**Reports to** the Internship Program Coordinator for people from the underrepresented groups.

**Duration and Period of Internship:** up to 6 months, 1 July – 31 December 2019.

**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.

Thematic priorities for work are: strengthening rule of law and accountability for human rights violations; enhancing equality and countering discrimination; integrating human rights in sustainable development; enhancing civic spirit and people’s participation. 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. Provide logistics support to different events organized by the office, drafting of the minutes for these events and other short informative notes;
2. Deliver technical and logistics support in the process of planning, executing and monitoring activities within the UN Diversity Internship Program;
3. Assist OHCHR’s team within communication with partners (invitations and confirmations);
4. Provide assistance with translations (Ro-Ru / Ru-Ro).
5. Other duties as assigned by the Mentor.

**Eligibility requirements:**

* Completion of secondary education

*and/or*

* Completion of Higher Education or enrolled in the University / College studies (2nd – 3rd year of study).

**Minimum qualifications / skills:**

1. Good 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.

**Core competencies:**

1. 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;
2. Sensitivity and adaptability to cultural diversity, gender, religion, race, nationality and age;
3. Responsibility and direct liability for the outcome of his/her own decisions.

**Who can apply for the internship?**

This internship position is a temporary special measure and intends to fill in the under-representation in UN 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.

**The documents required:** The interested candidates shall submit the following package of documents:

1. CV;
2. Letter of motivation/intention;
3. 1 - 2 recommendation letters (from NGO representative, supervisor/mentor, teacher, colleagues or any other person who can describe your competencies);
4. 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.