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**TERMS of REFERENCE**

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| |  | | --- | | **UN Agency:** | | |  | | --- | | UNDP Moldova | |
| |  | | --- | | **Title of the internship position:** | | |  | | --- | | Administrative Support Intern – UN House | |
| |  | | --- | | **Program / Project / Section:** | | Operations UNIT / CSA Project |
| |  | | --- | | **Reports to (officer in charge):** | | UN House Receptionist |
| |  | | --- | | **Duration and Period**  **of the Internship:** | | |  | | --- | | 01 July – 31 October2019 (4 months),  with a possibility of extension | |
| |  | | --- | | **Weekly workload (hours / week):** | | |  | | --- | | 10-16 hours / week | |

**Background:**

The Republic of Moldova joined the United Nations (UN) in 1992. Since then, the United Nations system supports the Republic of Moldova in achieving its major development goals and fulfilling its vision to be a prosperous and modern European country.

Today, over **twenty resident and non-resident UN specialized agencies, funds and programmes** work in Moldova.

UN House in Moldova hosts 5 UN agencies : UNDP, UNICEF, UNFPA , UNAIDS , OHCHR .

In the context of UN Diversity Initiative (accessibility project), UNDP pilots the process of UN House building adjustment to Persons with Disabilities (PwDs) needs.

Much of this work is carried out through joint programming, which strengthens the voice of the UN, offering essential opportunities to present a unified front on critical discrimination / gender issues.

**key responsibilities:**

1. Market researches and analysis for certain products from different companies;
2. Creating various Excel databases;
3. Provide support in keeping track of UN House correspondence, publications and other items;
4. Storage and arranging financial and administrative documents;
5. Provide logistical support in organizing events, including by preparing and distributing event invitations and receiving event confirmations, etc.;
6. To assist in planning and adapting the common areas in the UN House to PwDs;
7. Support accomplishing new and different requests at the level of Common Services Unit;
8. Performs other duties as assigned by mentor/s (UN House Receptionist).

**Eligibility requirements:**

* At least secondary education. University degree is an advantage but **is not** a mandatory requirement.

***Minimum qualifications / skills and competencies***

* Good verbal and written communication skills;
* Ability to work well with diverse groups of people;
* Comfortable in talking and interacting with others;
* Attentive to details and fast learner;
* Good time management skills; able to schedule activities and observe their timely accomplishment;
* Experience in the usage of computers and office software packages (MS Word, Excel, etc);
* 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, Working with People, Drive for Results;
* **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 asset.

**Who can apply for the internship?**

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

**Internship package and working conditions:**

* Friendly atmosphere at the Office;
* The intern will have a dedicated working space equipped with a computer, Internet and landline phone access, advice and logistical support from the staff of Operations Unit for undertaking the activities related to the internship;
* Access to office supplies, printer, coffee and tea;
* Urban transportation costs (in case of an intern with reduced mobility) – will be covered, in case of necessity;
* This internship **is not** a paid position.

The interested candidates shall submit the following package of documents:

1. CV;
2. Letter of motivation;
3. 1 - 2 recommendation letters (from NGO representative, supervisor, 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.