****

**TERMS of REFERENCE**

**Title of the position:** Operations Intern

**Branch / Program:** UNICEF Moldova

**Section/Unit:** Operations Section

**Reports to:** Operations Manager

**Duration and Period of Internship:** 4 months, with possibility of extension

**Weekly workload (hours / week):** 30 working hours per week

**Background:**

UNICEF works across more than 190 countries and territories to support building a better world for all children, with a special focus on the most disadvantaged children. UNICEF has been working for the realization of the rights of children and women of Moldova since 1995 and is one of the core members of the UN Country Team.

The Operations Intern will be part of the Operations Section and report to the Operations Manager, who will assume the role of the Mentor during the assignment. Under the supervision and guidance of the Mentor, the intern will perform a variety of routine and specialized tasks for the Operations Section, while providing clerical and administrative support.

**Key responsibilities**:

* Provide support with day-to-day administrative tasks: management of office supplies and equipment, logistical arrangements for events, liaison with vendors to obtain quotations, market research, coordinating office’s repairs and maintenance with vendors etc.;
* Provide support in managing incoming and outgoing documentation and communications pertaining to the work of the team with internal and external stakeholders;
* Provide support in creating presentations, work files and/or spreadsheets as assigned;
* Perform tasks of filing, typing, copying, binding, scanning as requested;
* Other duties as assigned to support other functional areas within the Operations team (Procurement & Supply, Finance, HR and ICT) in different tasks under the guidance of the Operations Manager and respective colleagues.

**Eligibility requirements:**

* Completion of secondary education;
* Be enrolled in an undergraduate or higher degree programme or have graduated within the past two years.

**Minimum qualifications / skills**:

* Fluency in Romanian is required, knowledge of Russian is an asset;
* Intermediate level of English;
* Working knowledge of office practices such as filing, phones, computer operation, basic MS Office etc.;
* Commitment to continuous learning: initiative and willingness to learn new skills;
* Accountability and ability to operate in compliance with organizational rules and regulations.

**Core Competencies:**

1. Communication (I)

2. Working with people (I)

3. Drive for results (I)

**Who can apply for the internship?**

This internship position comes as a temporary special measure and seeks to fill in under-representation in ONU Moldova, primarily of the following groups: persons with disabilities (of all types), ethnic Gagauz, Bulgarians, Roma, people of African descent, Muslim women, other minorities, and comes as a temporary special measure.

**Internship package and working conditions:**

This is a part-time assignment for a 16 weeks period, with a flexible schedule estimated at 30 hours per week, Monday through Friday. UNICEF will ensure a suitable workplace within UNICEF premises in Chisinau.

The incumbent will routinely use standard office equipment such as computers, phones and photocopiers. The intern will benefit from professional coaching and mentoring from the Operations Manager, who will regularly communicate with the incumbent to provide feedback, guidance and all other necessary assistance to support the intern’s efforts in achieving the objectives of the assignment. The intern will be granted access to UNICEF’s online learning platform and guidance will be provided in the identification of relevant learning activities.

**Note:** The applicant must have an active medical insurance policy.

The interested candidates shall submit the following package of documents:

1. CV;
2. Letter of motivation, as well as including information on additional/special needs the person might have;
3. 1- 2 recommendation letters (from NGO representative, supervisor, teacher, colleagues or any other person who can describe your competencies).