**TERMS of REFERENCE**

**Title of the position:** Communications Intern

**Branch / Program:** The Joint United Nations Programme on HIV/AIDS

**Reports to:** Country Manager

**Duration and Period of Internship**: up to 4 months, starting from 01 of July 2019

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

up to 20 hours per week, with flexible arrangements

**Background**

The Joint United Nations Programme on HIV/AIDS, UNAIDS, is the main advocate for global action on the epidemic. It leads, strengthens and supports an expanded response aimed at preventing transmission of HIV, providing care and support, reducing the vulnerability of individuals and communities to HIV/AIDS, and alleviating the impact of the epidemic.

UNAIDS Moldova provides support to critical areas, including policy development, strategic information, resource mobilization, best practices, leadership and support of the UN TG and UN JT on HIV/AIDS.

**Key responsibilities of the intern:**

1. Provides logistics support to different events organized by the projects/programmes and other short informative notes;
2. Research, gathers, writes and coordinates relevant information on key UNAIDS activities and promotes them on Facebook page, web-sites and other communications platforms;
3. Research, gathers and synthetize the information for the new website aids.md, upload the information on the website;
4. Provides assistance within communication with partners (invitations and confirmations);
5. Provides assistance with translations (Ro-Ru/Ru-Ro). English is an asset.
6. 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.
5. Core Values: Commitment, Diversity and Inclusion, Integrity.
6. Core Competencies: Communication, Working with People, Drive for Results.
7. Personal qualities: Responsibility; Creativity; Flexibility; Punctuality.

**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.

**Internship package and working conditions**

The interested candidates shall submit the following package of documents:

* CV;
* Letter of motivation;
* 1-2 recommendation letters (from NGO representative, 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 work homebased in strong coordination with UNAIDS team.