**TERMS of REFERENCE**

**Title of the position:** Communication Intern

**Branch / Section / Project / Program:** United Nations Population Fund, Population and Development portfolio

**Reports to:** UNFPA Moldova, Natalia Chivriga, Communication Officer on Population and Development

**Duration and Period of Internship:** up to 5 months

**Weekly workload (hours/week):** up to 15 hours per week (3 days), with flexible arrangements

**Background**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA’s Strategic Plan for 2022-2025 focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In the Republic of Moldova, UNFPA is implementing its fourth Country Programme for 2023-2027, which is aligned with the United Nations Sustainable Development Cooperation Framework 2023 – 2027 for the Republic of Moldova. 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.

The Republic of Moldova, among other countries in the region, is grappling with how to respond to demographic trends like low fertility, population ageing, and outmigration and their effects on the economy, social systems, and services. UNFPA is the number one agency that helps the Republic of Moldova to cope with these changes, through the expertise and support it provides. The projects and programmes implemented under the UNFPA Population and Development portfolio communication activities are focused on shaping public mindest on demographic shifts and are oriented to audiences such as central authorities, LPAs, IPs, general population, mass media etc.

The announced internship 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 responsibilities**

Communication support to the United Nations Population Fund (UNFPA) portfolio on Population and Development in delivering activities outlined in the communication plan, particularly relating to technical support to the implementation of communication campaigns, content development, social media content, distribution of communication materials, inputs for visual products developed etc. on thematic areas such as active and healthy ageing, family policies, data and others.

**General assistance**

a. Provide logistical and technical support to the Communication Manager on PD Portfolio regarding planning and organization of events, ensuring the record of participants at these events, distributing materials, communicating with media representatives, collecting info for mass-media reports and other similar tasks;

**Communications**

a. Participate in all communication activities and contribute with support and inputs on: designing visual products, dissemination on social media channels, websites and other communications platforms in close coordination with Communication Officer on PD,

b. Media monitoring and updates related to UNFPA mandate and PD portfolio’s projects in the media, as well as coverage of UNFPA post-events media/social media reflections;

c. Keeps the UNFPA photo-Gallery accurately updated by events / campaigns / specific thematic sessions;

d. Provide support and guidance on communication issues with IPs, vendors and logistics companies as per the supervisor’s request;

e. Provides assistance with communication with partners (invitations and confirmations);

f. Support in the daily management of UNFPA Moldova’s social media engagement channels: Facebook, Twitter, Instagram, and YouTube, as necessary, including drafting of posts

g. Provides other communications-related support as required.

**Eligibility requirements**

* Being enrolled at a university, college or in vocational, educational and training school studies in communication, journalism, social policies or any other relevant area

*or*

* Completion of secondary education
* Motivation, willing to learn and to get involved in the activities.

**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.

**Core 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.

**Who can apply**

This internship position seeks to target under-represented groups, primarily: persons with disabilities (of all types), people living with HIV, LGBTIQ people, ethnolinguistic minorities including ethnic Gagauz, Russians, Ukrainians, Bulgarians, Roma, people of African descent, religious and other minorities. This is a temporary special measure.

**Internship package and working conditions**

The interested candidates shall submit the following package of documents:

1. CV
2. Letter of motivation
3. 1-2 recommendation letters (from the supervisor, teacher, colleagues or any other person who can describe your competencies)
4. Information on the additional needs the person might have, such as accommodation, transportation, or food.
5. 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.*