

TERMS of REFERENCE

Title of the position: Program and Communication Assistant Intern

Branch / Section / Project / Program: United Nations Population Fund

Reports to: Irina Lipcanu, Communication Analyst

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 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

Event management and logistic support activities for program and communication work, to support the United Nations Population Fund (UNFPA) in Moldova to deliver high-quality events, donor visits, and meetings with partners. The intern will be engaged in meetings, assigned to develop minutes, travel to UNFPA side projects, follow-up with partners, and other similar tasks.

General assistance

a. Provide logistical and technical support to UNFPA portfolios and projects regarding planning and organization of events, ensuring the record of participants at these events, follow-up calls, materials, developing minutes, collecting info for mass-media reports, organizing photos, arrange banners, and perform similar tasks;

Program communication assistance and event management

- Participate in communication meetings organized every 2 weeks and record the minutes
- Provide logistical support to the organization of UNFPA public and media events as per the Calendar of events of UNFPA Moldova
- Travel to the side projects implemented by UNFPA development and humanitarian portfolios to assist the program leads with required support (take photos, quotes etc)
- Do the media monitoring reports after events are organized
- Ensure the follow-up with participants (call and confirm attendance, register the lists)
- Provide support with IPs, vendors and logistics companies as per the supervisor's request;
- Support in the daily management of UNFPA Moldova's social media engagement channels: Facebook, Twitter, Instagram, and YouTube, as necessary, including drafting of posts
- Provides other program assistance and communications-related support as required.

Eligibility requirements

- Being enrolled at a university, college or in vocational, educational and training school studies in international relations, sociology, psychology, 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 project management and communication for social impact
- 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 for the internship?

This internship position seeks to target persons belonging to marginalized groups, who are underrepresented at the national labor market and particularly: women and men with diverse gender identities, persons with disabilities, people living with HIV, LGBTQI people, ethno-linguistic, cultural and religious minorities, refugees, migrants, other marginalized groups.

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.*

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