**TITLE:** Business Communication Skills Officer

**PARTNER(S):** Women Entrepreneurship Program (WEP) - INDECOS

**COUNTRY AND PLACE OF ASSIGNMENT:** Matara, Sri Lanka

**CONTRACT DURATION:** According to your program’s requirements

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

In Sri Lanka, Uniterra will work towards improving the socio-economic conditions of women and youth in the island. Uniterra volunteers will support partnering organisations to increase capacities of at least 10,000 women and youth to be empowered, employed or increase their incomes over 5 years. 60% of whom will be women and at least 50% youth. In the tourism sector we aim to increase women’s participation in this growth sector from 6% of the workforce to 15% or more.

Women Entrepreneurship Program (WEP) is a flagship program of INDECOS, whose objective is to increase the income of self-employed women in the Southern region through micro financing and business development. WEP works with, encourages and provides support for unemployed or vulnerable women to start new businesses, often in support of the broader tourism sector. In order to fulfil its mandate WEP needs to further develop their project management, planning, vision and quality of services.
Matara is a major city in Sri Lanka, on the southern coast of Southern Province, 160 km from Colombo. It is a major commercial hub, and it is the administrative capital of Matara District.

Learning and development continues to be an important tenet of WEP, working to strengthen the capacity of our staff and beneficiaries to be successful. A critical piece in being effective in the role and progressing in the organization continues to be the ability to communicate (both written and oral), knowing the important elements of business communication, personal presence and impact, and influencing and negotiating skills. We are looking for a candidate that can support us in developing these areas.

**RESPONSIBILITIES:**

Support of WEP staff and members on:
- Training on effective communication tools, above the line, below the line and through the line.
- Training on interpersonal skills, presentation skills and networking skills.
- Training on business promotion/ linkages.
- Promote the accessibility and participation of women and men, especially young women and young men, in all program activities.
- Draft reports required by the partner organization and the Uniterra program.

**QUALIFICATIONS:**

- Undergraduate studies in Communication or any other related field.
- Excellent writing, communication skills in English.
- Ability to work independently as well as part of a team.
- Sense of humour, cultural sensitivity and openness to cross cultural exchange.