**TITLE:** Communication and Soft Skills Officer

**PARTNER(S):** Women Development Centre (WDC)

**COUNTRY AND PLACE OF ASSIGNMENT:** Kandy, 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 of 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.

The mission of Women Development Centre (WDC) is to facilitate and encourage an environment for victimized women and children, persons with special needs, youth and other vulnerable groups to achieve positive changes in their lives by resolving or minimizing their problems through active participation in decision making within the socio-economic process.

For more information visit [http://womendev.org/](http://womendev.org/).
Kandy is a large city in central Sri Lanka. It's set on a plateau surrounded by mountains, which are home to tea plantations and biodiverse rainforest. The city's heart is scenic Kandy Lake (Bogambara Lake), which is popular for strolling. Kandy is famed for sacred Buddhist sites, including the Temple of the Tooth (Sri Dalada Maligawa) shrine, celebrated with the grand Esala Perahera annual procession.

Learning and development continues to be an important tenet of WDC, as we make our employees future-ready to take on the globally competitive market in which we operate. A critical success factor 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.

**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 as required for 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.