<table>
<thead>
<tr>
<th><strong>TITLE:</strong> Communication and Soft Skills Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARTNER(S):</strong> Hambanthota District Chamber of Commerce (HDCC)</td>
</tr>
<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong> Hambantota, Sri Lanka</td>
</tr>
<tr>
<td><strong>CONTRACT DURATION:</strong> According to your program’s requirements</td>
</tr>
</tbody>
</table>

**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.

The key role of the Hambanthota Chamber of Commerce (HDCC) is to prepare our business community to face challenges by identifying, planning and implementing relevant projects and programmes which will benefit them and our district as a whole. Currently, this means ensuring that the business community is properly prepared to take advantage of the changes that will come to the district as a result of the major development projects already underway and planned for the southern region. In recent years, HDCC has been able to go beyond the original concept of a Chamber of Commerce and has opened up a number of special projects aimed specifically at the overall economic development of the district - particularly by making use of the national and international partnerships that have been built up over the years.
Hambantota is the main town in Hambantota District, Southern Province, Sri Lanka. This underdeveloped area was hit hard by the 2004 Indian Ocean tsunami and is undergoing a number of major development projects including the construction of a new seaport and international airport finished in 2013. These projects and others such as Hambantota Cricket Stadium are said to form part of the government’s plan to transform Hambantota into the second major urban hub of Sri Lanka, away from Colombo.

Learning and development continues to be an important tenet of HDCC, 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 HDCC 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.