**TITLE:** Soft Skills Officer

**PARTNER(S):** Hue Tourism College (HUETC)

**COUNTRY AND PLACE OF ASSIGNMENT:** Vietnam, Hue

**CONTRACT DURATION:** 12 weeks

**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.

Hue Tourism College (HUETC) is located in Hue City, Vietnam’s Ancient Capital and an important socio-economic hub of the country’s central region. Established in 1999, the college currently offers one- to three-year training programs in hotel & restaurant management, food & beverage management, tour operation management, food production & cookery, and tour guiding. The college continues to focus on bringing its training quality closer to international standards, especially in the context of increasing domestic and international competition in the tourism industry. For more information on HueTC, please go to: www.huetc.edu.vn

HueTC is looking for a Soft Skills Officer to help them to improve their communications and student affairs with the aim of engaging more students in extra-curricular activities. These extra-curricular activities help students gain relevant knowledge, skills and experience needed to find jobs after graduation.

**RESPONSIBILITIES:**

- Help to establish working principles and resources for the various clubs at HueTC;
- Support teachers in developing or updating lesson plans for Soft Skills trainings;
- Organise Soft Skills trainings for students in collaboration with faculty and student clubs;
- Support in organizing HueTC events for student engagement;
- Collaborate with Uniterra volunteers to provide workshops and/or training to other local partners (upon request);
- Prepare and draft reports required by the host organization and the Uniterra program;
- Promote the accessibility and participation of women and youth in all program activities.

QUALIFICATIONS:

- Demonstrated participation and leadership in extra-curricular activities;
- Strong presentation and communication skills;
- Ability to work in an intercultural environment;
- Ability to work independently and in a team;
- Friendly, enthusiastic, proactive, good capacity for adaptation.