**TITLE:** Women and Youth Inclusion Advisor  

**PARTNER(S):** Kelani valley plantations PLC (KVPL)  

**COUNTRY AND PLACE OF ASSIGNMENT:** Sri Lanka, Hatton Hill Country  

**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.

Kelani valley plantations PLC (KVPL) is a subsidiary of Hayles, a leading manufacturer of protective hand wear in the world. The company was incorporated as a regional plantation company in June 1992. It was initially managed by DPL plantation PVT LTD, acquiring the controlling interest in 1995 the company comprises of 26 estates covering over 13000 hectares in total with almost equal extend of tea and rubber, spanning three distinctive agro-climatic regions.

KVPL manages 4042 hectares of tea plantation and produces approximately 7 million kg of tea annually. The specific locations of the plantations enable the company to offer a wide product spectrum, each carrying individual features of attraction.

**RESPONSIBILITIES:**

- Assist the HR Manager and the team in implementing the Human Development Programs, which are developed to improve the quality of life of women in the estates;
- Assist with employment skills training of estate youth including Curriculum Vitae
preparation, effective interview techniques and other employment skills;

- Prepare audio and video material on women and youth empowerment and assist in disseminating this information to workers and community members;
- Assist in developing strategies to attract unemployed youth from the estate to the garment, tourism and tea industries;
- Provide technical and logistical support for the effective and efficient implementation of the HR programs;
- Assist in developing case studies, articles and press releases on the best practices of the Human Development programs;
- Conduct trainings on proper documentation techniques and report writing;
- Assist the HR team in developing project proposals to secure funds from donors in order to improve the standards of the Child Development and Health Care Centers and to improve the overall wellbeing of the employees;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits;
- Write reports required by Kelani Valley Plantations and the Uniterra program.

**QUALIFICATIONS:**

- Experience developing trainings or conducting workshops for youth.
- Excellent writing and communication skills in English.
- Excellent leadership and networking skills.
- Friendly, enthusiastic, responsible, ability to adapt and a good sense of humour.
- Work experience in a multicultural environment is preferable.
- Ability to work well independently as well as part of a team.