**TITLE:** 1244-131- Event Planning Officer  
**PARTNER(S):** Hambanthota District Chamber of Commerce  
**COUNTRY AND PLACE OF ASSIGNMENT:** Hambanthota, Sri Lanka  
**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.

Hambanthota District Chamber of Commerce (HDCC) key role is to prepare the business community to face challenges by identifying, planning and implementing relevant projects and programmes which will benefit them and the 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 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 led 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 over the year. The HDCC promotes tourism under the name of “deepsouth” in southern Srilanka. www.deepsouth.lk

*HDCC is expecting to conduct several large-scale events over the year for its business members, including those from the tourism sector. They are currently looking for an Event Planning Officer to build existing staff capacity to support the events.*

### RESPONSIBILITIES:

- Support in making a calendar of events for the year
- Train staff on key elements needed for event planning
- Train on risk management and challenges of event planning and organization
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits; and
- Write reports required by HDCC and the Uniterra program.

**QUALIFICATIONS:**
- Work, internship or volunteer experience planning events
- Strong organizational skills
- Demonstrated coaching or mentorship skills, including tact and professionalism
- Demonstrated ability to take initiative
- Ability to work independently and collaboratively in cross-cultural environments
- Written and oral fluency in English