<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Soft Skill Training Program Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARTNER(S):</strong></td>
<td>Bac Thang Long Economic -Technical College (BTL)</td>
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<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong></td>
<td>Hanoi</td>
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<tr>
<td><strong>CONTRACT DURATION:</strong></td>
<td>12 weeks</td>
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**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.

Bac Thang Long Economic Technical College (BTL) is a state-owned, vocational training college. It is the first professional college in Dong Anh, a rapidly developing industrial district of Hanoi. The college cooperates with more than 80 companies by supplying skilled employees for the labour force, providing practical training, and designing training programs. In recent years, it has become one of Hanoi’s fastest growing vocational training institutions.

BTL is looking for a Soft Skills Training Officer who will work closely with teachers to develop and facilitate soft skill training for students.

**RESPONSIBILITIES:**

- Review our current Soft Skills training program and provide recommendations for improvement.
- Develop a new and creative soft skills program in collaboration with faculty.
- Work with teachers to carry out activities and trainings for students to increase skills and 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:**

- Experience working with youth;
- Excellent presentation and communication skills;
- Friendly, enthusiastic, responsible, and a good capacity for adaptation;
- Working experience in multicultural environments is preferable..