TITLE: Event Planning Officer

PARTNER(S): Hanoi Tourism College (HTC)

COUNTRY AND PLACE OF ASSIGNMENT: Vietnam, Hanoi

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.

Hanoi Tourism College was founded (HTC) in 1972 as the first national school to offer training in the tourism industry. The College provides professional training in all areas of hospitality and tourism from entry-level positions through to management. HTC also conducts research and provides advice in the area of socioeconomic development for the tourism industry. The College continues to provide its students with solid industry knowledge, strong professional skills and foreign language skills.

With a student population of over 1,500, HTC needs to build services and training programs to better prepare its graduates to meet employers’ needs and demands. HTC is looking for an Event Planning Officer to support in organizing events for its students that enhance student’s employment skills.

RESPONSIBILITIES:

Work in collaboration with HTC ‘s Department of Student Affairs and Training staff to:

- Develop events involving career development;
- Develop student-support related activities and enhancement of career support services;
- Support HTC personnel in language and intercommunication skills;
- Collaborate with Uniterra volunteers to provide workshops and/or training to Uniterra Vietnam’s 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 in career services and/or student support services is an asset;
- Good communication, computer, and social media skills;
- Friendly, enthusiastic, responsible, great capacity for adaptation and sense of humour;
- Ability to work independently, take initiative, and work well in a cross-cultural team
- Commitment to and understanding of gender equality, youth inclusion and volunteering