**TITLE:** Soft Skills Training 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.

HTC is looking for a Soft Skills Training Officer to help develop resources and deliver training to increase employability skills for students.

**RESPONSIBILITIES:**

- Support teachers in creating or updating lesson plans on soft skills development;
- Organize soft skills training modules for students on themes such as communication or presentation skills;
- Support in organizing HTC’s events to increase student engagement;
- Collaborate with Uniterra volunteers to provide workshops and/or training to other local partners (upon request);
- 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 HTC and the Uniterra program.

**QUALIFICATIONS:**

- Strong presentation and communication skills
- Demonstrated ability to take initiative
- Ability to work independently and collaboratively in cross-cultural environments
- Written and oral fluency in English