

VACANCY

Job Title	Advocacy Officer
Programme	Advocacy Programme
Work Location	Scalabrini Centre of Cape Town
Work Hours	40 hours per week
Closing date	30 th October 2022
Expected start date	As soon as possible
Email your application to	operations@scalabrini.org.za

About the Scalabrini Centre and Advocacy Programme:

The Scalabrini Centre of Cape Town's mission is to welcome, to protect, to promote and to integrate people on the move into local communities. Scalabrini Centre offers services through seven main programme areas, which include Paralegal Desk, Welfare, Women's Platform, Child and Youth Care Centre, Employment Access, English School, UniteYouth and UpLearn.

The **Advocacy Programme** aims to promote and strengthen the rights and integration of migrants and refugees in South Africa, through providing individual advice, publishing research, raising awareness, and advocating for legislative and policy reform and its proper implementation.

Purpose of the position:

The Scalabrini Centre of Cape Town seeks to appoint an Advocacy Officer with meaningful work experience in the non-profit and human rights sector. The position holder will join a dynamic team of legal and paralegal experts and will assist asylum seekers, refugees, and the migrant community. The SCCT welcomes and serves clients in a manner which upholds their dignity and humanity through a holistic approach to wellbeing.

Primary Duties and Responsibilities:

In the role of Advocacy Officer, you will assist clients arriving for paralegal assistance and advice:

- Provide legal advice to asylum seeking and refugee clients on how to ensure legal stay in South Africa, and how to ensure their rights within South Africa are realized. This advice includes, but is not limited to, asylum application process, expired documentation and permits, asylum appeal process, accessing voluntary repatriation.
- Accompany clients to Department of Home Affairs, Refugee offices, Visa Facilitation Services (VFS), and other relevant service providers where necessary.
- Assist in running of Outreach programme e.g. traveling to Belville to assist with client consultations at partner NGO
- Liaise or follow up with police or detectives especially in hate crimes cases.
- Build and maintain strong network of relevant stakeholders
- Support and contribute to submissions on legislative or policy change impacting on migrants and refugees
- Conduct comparative research, including country of origin information research;
- Maintaining research-related databases and/files, including on relevant case law, submissions and international organisation recommendations and instruments.

General & Administrative Tasks

- Report writing.
- Completion of client intake files and case notes on the Scalabrini Centre of Cape Town's client

The centre is registered with the South African Department of Social Development as a non-profit organisation (021-079 NPO), as a Child and Youth Care Centre (C7569) and as a Public Benefit Organisation with the South African Revenue Services (930075335) and governed by a Trust (IT2746/2006). Auditors: PKF Constantia Valley Cape Town Inc. VAT number: 4780251437.

database.

- Attending training and workshops, either as a participant or as a presenter.
- Any other duties assigned - in line with the role function and or in service of the outcome goals of the programme.

Qualifications, Skills and Experience:

- Bachelor's or honours degree in Social Sciences or Law or the equivalent
- At least two years' of work experience in the NGO sector, preferably human rights work related
- Experience in working with refugees and migrants is desirable but not essential.
- Strong English-language writing and editing skills; proficiency in other languages is an added advantage
- Experience working with diverse communities/people who have experienced trauma is an added advantage
- Proactive, flexible and adaptive approach to overcoming challenges and finding solutions
- Computer literacy in Microsoft, Word, Excel, Google Suites, Google forms, WhatsApp and all relevant applications
- Experience and interest in communications and media
- Relevant documentation affirming the right to reside and work in South Africa

Please send your CV, ID/Passport and work Visa/Refugee Status, proof of degree qualification/s and a motivational letter to operations@scalabrini.org.za (Incomplete applications will not be considered.)

PLEASE NOTE: Only short-listed candidates will be contacted. If you do not hear back from us within two weeks after the closing date, please consider your application unsuccessful. Scalabrini Centre reserves the right not to make any appointment in this position. Shortlisted individuals may be contacted for any further supporting documents and registration details needed. The Scalabrini Centre has a zero-tolerance policy regarding sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination; and adheres to strict child safeguarding principles. Selected candidates will be expected to undergo reference and background checks, including verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information in this regard, and/or perform practical competency-based testing.