

VOLUNTEER APPLICATION PROCESS 2023

Thank you very much for your interest in our organisation! Please familiarize yourself with our Volunteer Process:

- **Programmes:** We look for volunteers with specific skill sets that match our programmes.
 - Please have a look at our various programmes on our website and apply for the project that matches your skill set. Website: www.scalabrini.org.za
- **Personal information:** We are fortunate to receive many qualifying applications for volunteering from all over the world. Although we are very grateful for the constant flow and keen interest from interns and volunteers, we do not always have the capacity within our programmes to accommodate all qualifying applicants.

TO APPLY:

Send an email to: ivolunteer@scalabrini.org.za and please include the following*:

1. Your CV, passport/ID, permit, visa

2. In your cover letter, please confirm: :

2.1 **which programme** you are interested in (Alternatively, state “ Allrounder”) and

2.2 **the period** of your availability, include start and end dates. (This should be **5 months or longer**)

** Incomplete applications will not be considered.* (A cloud-based online application will be made available soon where documents can also be uploaded.)

- **Periods & capacity:** We accept volunteers for **periods 5 months and longer**, due to the nature of our work. We do ongoing capacity planning, as volunteers come and go.
- **Selection & placement:** An initial selection and interview process applies, followed by a written volunteer acceptance (should your application be successful).

Should you be selected as a potentially suitable candidate for a specific programme, the HR Manager will do an introduction between that programme manager and yourself, who will then conduct a **virtual interview** with you.

- **Timeline expectations:** Please allow time for this application process, as programme managers are extremely busy with day-to-day operations of their programmes. We will do our best to provide you with feedback on your application within **30 days of receiving a complete application**. If you do not hear from us within **30 days** of sending your complete application, please consider your application as unsuccessful. Reasons may include: that we do not have an opening during the period of your availability, so please do not take it personally. 😊

Should your volunteer application be successful, the following will be required of you:

1. Online training:

Prevention of Sexual Exploitation and Abuse ONLINE TRAINING immediately: <https://agora.unicef.org/>

(1) You will need to **register** first. Once registered, follow these steps: (2) Click on **Menu** (3) Browse

Learning Activities (4) **Catalogue** (5) A search button will appear, type in **PSEA** and choose **Advanced E-**

Course (PSEA) (6) Go and click on the course, and enroll. (7) After completion, **please send us (or upload)**

your PSEA Certificate.

2. A Police Clearance Certificate.

