

Employment Access Coordinator

Programme	Employment Access – Skills Hub
Reports to	Skills Training Manager (1 st instance) Employment Access Manager (2 nd instance)

Programme Goal:

Employment Access aims to promote socio-economic integration of asylum seekers, refugees, migrants and South Africans “in need” by facilitating access to employment.

Job purpose

The Employment Access Coordinator is to ensure the efficient running of the Employment Skills Hub (in particular) and the Employment Access programme (in general). This includes coordinating the training intake process; communication and queries relating to clients; coordination and administration relating to training events; facilitation and curriculum development, providing mentorship and support to improve the employability of clients; assisting all other projects within the programme and supervision of administrators and volunteers Advocating for the rights of foreign nationals to work in SA.

Duties and responsibilities

1. Provide administration and coordination support for the programme.
2. Ensure efficient functioning of various training registration.
3. Coordinate and carry out client communications (face-to-face, WhatsApp, SMSs and email), and respond to client queries.
4. Process and administer payments.
5. Develop training timetables and manage calendars.
6. Maintain databases.
7. Supervise and support volunteers
8. Implement Monitoring and Evaluation processes.
9. Conduct coaching and mentorship sessions
10. Facilitate in-person and remote entry-level training workshops and courses relating to job readiness, professional development and business development.
11. Assist with curriculum development for entry-level courses in job readiness, professional development and business development.

Requirements

Compulsory

1. Right to work in South Africa.
2. Minimum three (3) years' experience in a related field. (Administration and/or Training).
3. Strong verbal, written, and presentation skills.
4. Advanced organizational skills with the ability to handle multiple assignments.
5. Strong computer skills (Microsoft applications and Google Suites).
6. Proactive and analytical thinker.
7. Pays attention to detail.
8. Ability to work effectively both independently and as part of a team.

Advantageous

9. Experience in facilitation advantageous but willing to develop this skill.
10. Experience in coaching and mentorship
11. Knowledge of learning management systems.
12. Ability to work with people from a marginalised background.
13. Understanding of the SA labour landscape.
14. Diploma in Business Administration is advantageous but not compulsory.

CLOSING DATE: (extended) 12 February 2023

If you do not hear from us within two weeks of the closing date, please consider your application as unsuccessful.

Please send your application to: operations@scalabrini.org.za

All relevant and valid documentation (including ID/Visa/Passport, CV, qualifications, and cover letter) must accompany the application.