

VACANCY

Job Title	Junior Advocacy Officer
Programme(s)	Advocacy Programme
Reports to	Advocacy Programme Manager
Work Location	Scalabrini Centre of Cape Town, 47 Commercial Street, Cape Town
Work Hours	40 hours per week (Monday to Friday), occasionally after hours / on a weekend
Closing date	23 August 2026
Email your application to	recruitment@scalabrini.org.za
Apply with the following	Valid ID (if applicable, valid visa/permit), CV with contactable references, proof of degree, and a short motivation letter. Only complete & qualifying applications please.

About SCCT

The Scalabrini Centre of Cape Town is a South African NPO advocating for the rights of people on the move. Our mission is to welcome, to protect, to promote and to integrate, people on the move into local communities.

Purpose of position (summary):

The role of the Advocacy Officer is to assist with conducting interviews / assessments on individual cases and offer legal information, referrals or drafting of documents as required by each case with a focus on accessing documentation pathways and rights realization. The Advocacy officer will also need to work primary on assisting with training, awareness raising, interviews, submissions and drafting.

Primary Duties and Responsibilities: Client intake, advice, advocacy, which include:

- Provision of legal advice to asylum seeking and refugee clients on how to ensure legal stay in South Africa. This advice includes, but is not limited to, asylum application process, expired documentation and permits, appeal process, accessing voluntary repatriation.
- Accompany clients to the Department of Home Affairs, Police Stations, Refugee and/or Immigration offices, VFS and other relevant service providers where necessary.
- Conducting training workshops and outreach work e.g. traveling to conduct client consultations at a partner NGO or leading an immigration detention workshop.
- Build and maintain a strong network of relevant stakeholders.
- Support and contribute to submissions on legislative or policy change impacting on migrants and refugees.
- Conduct comparative research, incl. country of origin information research as it relates to refugee and migration issues.
- Maintaining research-related databases and/files, including on relevant case law, submissions and international organization recommendations and instruments.
- Attend to emails and messages on virtual platforms
- Attend, host, or conduct relevant meetings / workshops / conferences.
- Any other duties assigned in line with the role function and / or in service of the outcome goals of the programme.

Minimum Qualifications, Skills and Experience:

Minimum requirements:

- Bachelor's or Honours degree in Law or the equivalent;
- 1-2 years of work experience in the NGO sector, preferably refugee and immigration work related;
- Computer literacy in Microsoft Office Suite, including Word, Power Point and Excel, in Google Workspace including Google sheets. and Google forms, in WhatsApp and in all relevant applications;
- Relevant documentation affirming the right to reside and work in South Africa;
- A demonstrable commitment to and interest in social justice and public interest law.
- High level of flexibility, strong problem-solving skills and the ability to operate and thrive under pressure;
- Creativity and the ability to develop solutions to challenges by thinking "out of the box";
- Willingness and ability to develop good networks including relationships with relevant authorities; and
- Excellent communication skills in English (both written and verbal) and the ability to influence different audiences.

Advantageous

- Experience in working with and assisting refugees and migrants at risk of or in immigration detention;
- Experience working with diverse communities/people who have experienced trauma;
- Speaking additional languages e.g. French, Swahili.

PLEASE NOTE:

Only short-listed candidates will be contacted. SCCT reserves the right not to make any appointment in this position. Shortlisted individuals may be contacted for additional documents, if needed. 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. Should you not hear from us within 2 weeks of the closing date, please consider your application unsuccessful. SCCT has a zero-tolerance policy regarding sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination; and adheres to strict child safeguarding principles.