WE ARE HIRING
HR & Operations Coordinator

Job Title	**HR & Operations Coordinator**	
Reports to	HR & Operations Manager	
Work Location	Scalabrini Centre of Cape Town, 47 Commercial Street, Cape Town	
Work Hours	42.5 hours per week (Monday to Friday, 07h30 – 16h00)	
Closing date	08 November 2026	
Email your application to:	recruitment@scalabrini.org.za	**Include:** Your CV, ID / Valid permit & highest qualification

ABOUT US

The Scalabrini Centre of Cape Town is a non-profit organisation that supports refugees, asylum seekers and migrants through a range of programmes. We are looking for a well-organised, discreet and proactive HR & Operations Coordinator to provide HR administration and operational coordination support to our teams.

THE ROLE

Reporting to the HR & Operations Manager, you will provide HR administration and compliance support (records, recruitment, onboarding, health and safety) and operational support (office requirements, logistics, first-line IT, procurement, meetings and events). The role is approximately 60% HR administration and 40% operations, and the split may change from day to day.

Key responsibilities

- Maintain accurate, confidential staff files, the Comprehensive Staff List and HR trackers (contracts, permits, probation reviews), and prepare monthly attendance and leave reconciliations.
- Provide admin support for HR processes, including staff training, letters, e-filing and follow-up reminders for managers.
- Monitor HR compliance: contract and permit expiry reports, Child Protection Register (Form 29) checks, police clearances, POPIA and audit documentation.
- Coordinate recruitment, onboarding and exits, incl. job adverts, interviews, contract templates, due diligence checks and offboarding.
- Assist in managing volunteer applications, onboarding, inductions and records, and coordinate health and safety (OHS) activities and training records.
- Support office operations: maintenance, supplies, keys and access, meeting spaces, petty cash back-up and procurement quotations, and back up the Service Desk Officer.
- Provide first-line IT coordination (onboarding and exit access, IT tracker, equipment inventory) and coordinate logistics for meetings, training sessions and events.

WHAT WE ARE LOOKING FOR

Essential

- Cape Town-based.
- Matric and 2+ years' experience in office administration, coordination or operations support role.
- Fluent in English, with excellent written and verbal communication skills.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint), Canva, Google Forms and SharePoint.
- Strong administrative and time-management skills and attention to detail.
- Experience with confidential records, trackers and coordinating service providers.
- Professional, discreet and service-oriented, with sound judgement on when to escalate.
- No criminal record.

Desirable

- NQF5 Diploma in Human Resources, Office Administration, Project or Operations management.
- Experience in HR administration (incl. data systems and recruitment protocols).
- Experience in a non-profit or resource-constrained environment, and with procurement and inventory processes.
- Familiarity with AI tools (e.g. Claude, ChatGPT,etc).
- OHS representative, first aid or firefighting training.

Only short-listed candidates will be contacted after the closing date. Should you not hear from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Scalabrini Centre reserves the right to extend the closing date and the right to not make any appointment in this position. Selected candidates may be required to provide additional personal information and/or be subjected to a practical test as part of the selection process.

By applying for this position, applicants consent to undergo reference and background checks, verification of academic credentials, employment history, criminal checks, identity checks, and social media checks. 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.