

## VACANCY

<b>Job Title</b>	<b>Advocacy Officer (Intake)</b>
<b>Programme(s)</b>	Advocacy Programme
<b>Reports to</b>	Senior Advocacy Officer (Team Leader: Intake)
<b>Work Location</b>	Scalabrini Centre of Cape Town, 47 Commercial Street, Cape Town
<b>Work Hours</b>	40 hours per week (Monday to Friday), occasionally after hours / on a weekend
<b>Closing date</b>	02 January 2025
<b>Email your application to</b>	<a href="mailto:operations@scalabrini.org.za">operations@scalabrini.org.za</a>

### 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.

### Primary Duties and Responsibilities:

- Provision of 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, the asylum application process, expired documentation and permits, appeal and review processes and accessing voluntary repatriation.
- Accompany clients to the Department of Home Affairs, Refugee offices, VFS and other relevant service providers where necessary.
- Assist in conducting Outreach work e.g. travelling to assist with client consultations at partner NGO
- Build and maintain a strong network of relevant stakeholders.
- Support and contribute to submissions on legislative or policy change impacting migrants and refugees
- Conduct comparative research, including country of origin information research;
- Maintaining research-related databases and/or files, including relevant case law, submissions and international organisation recommendations and instruments.
- Attend 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 a Bachelor's or honours degree which includes a Human rights Advocacy Component.
- 1-2 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;
- Proactive, flexible and adaptive approach to overcoming challenges and finding solutions;
- Computer literacy in Microsoft Office Suite, including Word and Excel, in Google Workspace including Google Sheets. and Google Forms, in WhatsApp and all relevant applications;
- Experience and interest in communications and media;
- Relevant documentation affirming the right to reside and work in South Africa;
- Experience working with diverse communities/people who have experienced trauma is an added advantage;
- High levels of empathy and a willingness to listen to and support clients.
- High levels of flexibility, strong problem-solving skills and the ability to 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

- Speaking additional languages e.g. French, Swahili

#### PLEASE NOTE:

Only short-listed candidates will be contacted. 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. 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, and/or be required to undergo practical competency-based testing. Should you not hear from us within 2 weeks of the closing date, please consider your application unsuccessful.