

## VACANCY

<b>Job Title</b>	<b>Advocacy Officer (Children's Rights)</b>
<b>Programme(s)</b>	Advocacy Programme: Children's Rights Project
<b>Reports to</b>	Senior Advocacy Officer (Team Leader: Child Protection)
<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, protect, promote and integrate, people on the move into local communities.

### Purpose of position (summary):

The Advocacy Officer is responsible for assisting with individual casework related to asylum-seeking and refugee children. The role focuses on conducting interviews and assessments, providing legal information, facilitating referrals, and drafting documents as needed to support access to documentation pathways and the realization of rights.

### Primary Duties and Responsibilities:

- Advise asylum-seeking and refugee children, caregivers, or social workers on legal processes (e.g., lawful stay, birth registration, citizenship).
- Guide access to education, healthcare, and rights protection. Provide advocacy and intervention support for unaccompanied/separated foreign children, including family tracing and reunification.
- Accompany clients to service providers (e.g., Home Affairs, clinics, police stations, refugee offices)
- Respond to client queries via WhatsApp, calls, and emails promptly. Follow up on children's legal and administrative matters. Refer clients with mental health concerns for support.
- Maintain accurate data using Excel and Salesforce systems daily. Compile statistics for monthly or quarterly reports.
- Build and maintain stakeholder networks relevant to program objectives. Update and manage stakeholder databases.
- Contribute to legislative or policy advocacy for asylum seekers and refugee children.
- Represent the organisation at meetings, workshops, and conferences.
- Participate in events and discussions to enhance advocacy for migrant children's rights and services.
- Adhere to the Scalabrini Centre's Code of Conduct and maintain client confidentiality.

### Minimum Qualifications, Skills and Experience:

#### Minimum requirements:

- Bachelor's or Honours degree in Law or a Bachelors 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.
- Computer literacy in Microsoft Office Suite, including Word, PowerPoint and Excel, in Google Workspace including Google Sheets. and Google Forms, in WhatsApp and 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.
- Willingness and ability to develop good networks including relationships with relevant authorities; and
- Excellent communication skills in English (both written and verbal)

#### Advantageous

- Experience in working with and assisting refugees and migrants
- 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. 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 in this regard. Practical competency-based testing may be included in the screening process. Should you not hear from us within 2 weeks of the closing date, please consider your application unsuccessful.