

## **PLACEMENT: Employment Access Programme Intern at the Scalabrini Centre of Cape Town**

### **SHORT DESCRIPTION OF THE NGO:**

The Scalabrini Centre strives to alleviate poverty by promoting development in the Western Cape and by offering assistance to refugees and their children. The ultimate aim is fostering the integration of refugees/migrants into local communities.

### **NGO TARGET GROUP:**

Refugees and immigrants - mainly from Zimbabwe, Congo, Somalia, Burundi and Rwanda. We also offer services to South African citizens.



### **PROJECT BACKGROUND:**

The aim of the Employment Access Programme is to facilitate the socioeconomic integration of refugees, migrants and South Africans through improving their access to employment.

### **INTERN DUTIES AND RESPONSIBILITIES:**

Interns who join the Programme have split responsibilities between the Employment Help Desk and other EAP related tasks and projects.

1. **Employment Help Desk** – interns are required to work on the Helpdesk every morning.

Interns work at the Employment Help Desk from 8:30am to 12:00pm every Monday to Friday – providing the following services to clients on an individual basis:

- typing CVs and cover letters for clients
- creating e-mail accounts for clients
- assistance with employment-related phone, fax, scan and e-mail services and job applications
- managing the PC lab so that clients can complete job searches and applications
- researching suitable job adverts for clients on a daily basis
- capturing and collecting data to be entered and updated in the database
- providing clients with job readiness skills

2. **EAP Projects** - in addition to the EHD:

Every afternoon, from 2:00pm to 4:30pm, interns participate in additional projects as determined by the Programme Manager. Those projects include:

- **Skills Training Programme:** The Skills Programme consists of a series of workshops which are facilitated by Scalabrini staff with the assistance of interns. The interns' duties include registering clients for the workshops, performing follow up calls, grading tests, creating certificates, preparing lunches, coordinating the day-to-day operations, and facilitating digital literacy workshops. The overall aim of the Workshop Programme is to provide job readiness skills to clients, as well as to increase their confidence and chances of securing employment.
  - The Life Skills & Digital Literacy Workshop is made up of the following modules: Life Skills (self-esteem, basic financial literacy, conflict resolution, HIV/AIDS awareness), Applying for Work (interview skills, phone etiquette), Worker's Rights and Detention &

- Deportation (labour rights and responsibilities), and Digital Literacy (basic Microsoft Suite, Internet and Email).
- The Special Skills Information Session is an opportunity for clients to gain insight into a specific industry. Professionals present information on their particular industry, giving clients the opportunity to educate themselves further and increase their chances of securing employment.
  - The Work Support Group is held monthly, as an additional resource for Employment Help Desk clients. These meetings are an opportunity for networking and further skill development.
  - **Monitoring, Evaluation and Reporting (M&E):** This portfolio focuses on gathering research and data on the Employment Access Programme in order to plan for improvement and expansion of the overall project. This includes running a random sample on the Employment Help Desk, helping to facilitate focus groups on our intern portfolio projects, and research on our current client database of more than 3,000 clients.

**REQUIREMENTS:**

Self-motivated, self-disciplined and hardworking

PC literate (highly proficient at Microsoft Word, Excel, and internet)

Good oral and written communication skills (English essential, French an advantage)

Interest in interacting with people from different backgrounds and cultures

Client orientated and passionate about serving Scalabrini clients in their pursuit toward self-reliance in South Africa

**COMMITMENT:**

Monday – Friday, 8:30AM – 4:30PM

3 month minimum commitment required.

**LOCATION WHERE THE VOLUNTEER WILL OPERATE:**

Scalabrini Centre, 47 Commercial Street, Cape Town 8001

For more information or to apply to be a Scalabrini Centre Intern, please contact  
Amanda Kirk at [operations@scalabrini.org.za](mailto:operations@scalabrini.org.za) or 021 465 6433