

## **PLACEMENT: Women's Platform 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 Congo, Zimbabwe, Somalia, Burundi and Rwanda. We also offer services to South African citizens.



### **PROJECT BACKGROUND:**

The Women's Platform aims to support migrant women from across Africa to become self-sufficient, engaged members of South African society by creating a platform to fight isolation and discrimination and promote socio-economic integration by sharing opportunities and experience, developing key job skills, supporting small business development, and fostering personal growth.

Isolated from their extended families and social supports, refugee and migrant women often find it especially difficult to balance their responsibilities as mothers and wives with those of their personal, social, and economic development. As international migrants in South Africa, they face particular challenges due to the environment of generalized xenophobia, legal protections not realized in practice, and lack of access to work opportunities, financial structures, and social capital. The Women's Platform aims to fight the isolation often caused by migration and/or poverty and support women from across Africa to become self-sufficient, engaged members of South African society.

The Platform consists of a network of refugee and immigrant women's community group, joining together monthly in order to provide its participants with mutual support, training, and in some cases opportunities for small business development. Ten nationalities are currently represented in the platform, and are assisted in the following areas:

#### **Personal Development**

The Women's Platform provides a series of trainings, workshops and discussions that are aimed at equipping the candidates with the tools and resources needed for them to meet their goals. As Women's Platform members become trained in areas such as Health education, Human rights, Leadership and Communication as well as the skills of facilitation, they will increasingly take on the leadership of the Platform.

#### **Business Development**

Supporting the development of entrepreneurship skills and providing resources for small business growth through individual business assessment and business planning for new and existing businesses, as well as training in business administration, bookkeeping, marketing, income generation, human resource management, and financing.

## **Intern Key Responsibilities:**

### **Project Coordination:**

- Prepare for all workshops and meetings (including icebreakers, materials, set up etc.)
- Identify and coordinate opportunities for inter-platform skills sharing

### **Communication:**

- Update and manage the network database
- Book rooms for meeting and update the booking calendar regularly
- Request and distribute transportation stipends
- Send BulkSMS reminders
- Manage various administrative systems
- Capture records for monitoring and evaluating

### **Business Development:**

- Oversee the systems and operations of one or more businesses within the Platform
- Identify areas of growth or improvement, and opportunities for upskilling
- Generate financial and weekly reports for the Platform Manager
- Attend site visits and partner meetings alongside the Women's Platform Manager
- Plan and coordinate Business Management Workshops
- Assist with the assessment of business plans.

## **REQUIREMENTS:**

- Highly organized, responsible, and able to work independently
- Self-motivated, creative, and able to facilitate workshop material
- Client orientated and passionate about serving Scalabrini's female clients in their pursuit toward self-reliance in South Africa
- Good computer skills: typing, formatting documents (MS Word and Excel), internet research
- Enjoy working with people of different cultures and learning from them
- French an advantage
- Minimum age 20 preferred

## **COMMITMENT:**

Monday – Friday, 8:30AM – 4:30PM  
6 month 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