



2024 INTERNSHIP OPPORTUNITY

ABOUT THE WCFID

The WCFID is a membership-based organisation in Maitland, Cape Town, with a focus on the rights of persons with intellectual disability, to improve their lived experience through advocacy, community engagement, education, and training of service providers within the intellectual disability community.

ADVERTISED POSITION

Advocacy and Member Engagement Intern on a 12-month, fixed-term contract basis.

MAIN ROLES & RESPONSIBILITIES: -

Organisational Support Services

- Preparation for and participation in engagements with partners and stakeholders.
- Assist and support Advocacy, Training, and Resource Development Programmes.
- Report to staff and members on policies as needed.
- Provide support to assist in updating and managing the WCFID membership information.

Advocacy Support

Awareness raising –

- Engage with WCFID's members on advocacy-related matters.
- Support the WCFID's social media campaign to publicise the advocacy and organisational resources.
- Assist in planning/coordinating meetings and events, including follow-up.
- Develop supplementary advocacy resources in conjunction with the advocacy manager.
- Draft informational documents, or meeting summaries, as needed.

Policy review, research & report writing –

- Assist in tracking national and Western Cape legislation and policies relevant to the WCFID platform (i.e., bill introduction, bill passage and parliamentary committee meetings).
- Attend legislative and policy-related meetings in disability rights matters.
- Conduct literature desktop research on education and disability rights related matters with reports.
- Provide reports on selected parliamentary meetings and make recommendations.
- Co-develop, administer, and draft reports on structured informal research.
- Assist with surveys, data capturing, analysis, and reports.

QUALIFICATIONS

Newly graduated, unemployed, with relevant degree/qualification.

- Law graduate with an interest in human/disability rights and/or education/disability rights-related matters.
- Disability Studies graduates with knowledge and an interest in advocacy and self-advocacy.
- Education graduates with an interest in inclusive education, education rights, policy, and legislation.
- Health and Social Professionals with an interest in disability and human/disability rights research/thesis experience and registration with a relevant professional body are advantages.

COMPETENCIES & SKILLS

- Interest and knowledge in community development work; experience with disability or mental health an advantage.
- Flexibility as well as a willingness to handle / address a range of duties, and willingness to travel occasionally.
- Ability to work independently as well as part of a team.
- Excellent organisational and administrative skills.



- Fluency in English (written and spoken). Fluency in an additional South African language, such as Afrikaans or isiXhosa, would be an advantage for this position.
- Must have digital literacy skills, be adept at using Microsoft Office applications and engaging on social media platforms.
- Manual driver's license an additional requirement for centre visits and meetings.

HOW TO APPLY

E-mail your **2-page** CV, more than 2-pages will not be considered, with three contactable references to: The Director, WCFID: info@wcfid.co.za before the closing date, **Thursday, 30 November 2023**.

SHORT-LISTED CANDIDATES

- Short listed candidates will be contacted for a December 2023 interview. If you are not contacted for an interview by **Thursday, 07 December 2023**, your application has not been successful. There will be no further correspondence.
- Candidates will be required to give consent for background screening checks such as references, credit, police clearance and verification checks such as qualifications.
- Should a suitable candidate not be found, this position may be readvertised.

Note that the appointment of a suitable candidate **by mid-January 2024** is dependent on external funding for this position.