

/ VOLUNTEER OPPORTUNITIES /



**SIHMA**  
Scalabrini Institute for  
Human Mobility in Africa

# SIHMA ADMINISTRATION & COMMUNICATIONS VOLUNTEER

FULL-TIME POSITION

MINIMUM COMMITMENT: 3 MONTHS

# ABOUT SIHMA

Established in Cape Town, South Africa in 2014, the Scalabrini Institute for Human Mobility in Africa (SIHMA) conducts research that contributes to the development of informed policies and promotes the rights and dignity of migrants and refugees in Africa. Besides the research focus, SIHMA houses a growing collection of printed books on migration related-issues for public research and organizes events and conferences on human mobility in Africa.

## Vision

An Africa where the human rights of people on the move are ensured and their dignity is promoted.

## Mission

To conduct and disseminate research that contributes to the understanding of human mobility and informs policies that ensure the rights and dignity of migrants, asylum seekers and refugees in Africa.

Our main activities are

- **research on topics and burning issues of the migratory phenomenon on the entire African continent;**
- **publishing The African Human Mobility Review (AHMR), an interdisciplinary peer-reviewed on-line journal created to encourage and facilitate the study of all aspects (socio-economic, political, legislative and developmental) of human mobility in Africa and also publishing articles and reports, both at academic and informative level;**
- **formation and training for operators and pastoral management caring of migrants and refugees at different levels;**
- **organization of events, workshops and conferences;**
- **networking with all the Scalabrini Study Centres in the world (Rome, Paris, New York, Sao Paolo, Buenos Aires, Manila) and many other institutions and organizations (University of Western Cape, UCT, SACBC, etc.).**



# SIHMA ADMINISTRATION & COMMUNICATIONS VOLUNTEER OVERVIEW

The first component of the volunteer role is to assist with a variety of day to day tasks: reception, administration, running errands, assisting in events' management. The second task concerns communication, in order to make SIHMA stand out, to report on what we are doing and to make information about our activities accessible through social media, our website and other channels. We aim to disseminate our findings also for those who are not used to dealing with specialized articles but are interested in learning about the situation of migrants and refugees in Africa through "knowledge products" (YouTube videos, presentations, keynotes and publications) of high quality. We are looking for a dynamic person who is able to take initiative and work independently, in synergy with the collaborators of SIHMA and its director.

## Tasks may include but not limited to:

- Reception with various task, dealing with calls and emails, photocopies, administration;
- Assisting in events management for workshops, roundtables, seminars and conferences;
- Assisting in social media management, like creating posts for our Facebook and Twitter account;
- Writing reports of our activities and events (both for magazines and our website);
- Researching and writing interesting or topical articles related to our work;
- Creating knowledge products (videos, keynotes, articles) from the existing material of our journal or other journals;
- Checking and selecting material to be published on our website.

## Skills and attributes needed

- Good written and verbal communication, strong editing skills in English;
- Self-motivation, detail-oriented;
- Skills in planning and preparation of events and activities;
- Excellent computer skills with experience in social media;
- The ability to work well under pressure and to meet deadlines;
- Openness to learning and growing within the volunteer experience;
- Skills in website building, photography and video editing is a plus - but not required;
- Ability to work independently with some support;
- Ability to prioritize and multitask multiple projects of interest in public relations, communications, digital communication, intercultural communication and marketing for NGOs.

## Commitment

**We require a minimum commitment of three months, 08:30 - 16:30 Monday – Friday.**



For more information or to apply to be a SIHMA Volunteer, please contact Filippo Ferraro at [admin@sihma.org.za](mailto:admin@sihma.org.za).