

CHESHIRE HOMES SOUTH AFRICA

Position: Placement officer

Area: Soweto / Johannesburg

Purpose of role:

To serve as an employment Placement Officer for People with Disabilities (PWDs) and help them in their career life advancement

Reporting

The Placement Officer will report to the Livelihood Resource Centre (LRC) Manager on a regular bases (at least weekly) providing updates on the progress of the various activities. Any challenges or problems in relation to completion of the various activities will be highlighted at the earliest opportunity. Discussions will be held as soon as possible if the timescale of the activities needs to be extended.

Key Responsibilities:

- Identification and registration of PWDs studying /graduated from colleges and from other sources. Create and Manage database of candidates with support from Account/Admin person.
- Conduct Needs assessment of clients along with Training Officer (TO) making an action plan for the candidate and refer the candidate for appropriate service/ training.
- Sensitize/educate prospective employers on disabilities with particular focus on likely candidates to be deployed to that specific sector
- Collect information on various livelihood and career /job opportunities available in various sectors and create a database of the same.
- Identify and contact potential employers in the public, private, NGO and Govt. sectors and establish linkages for training, placement, apprenticeship, job shadowing etc for LRC PWDs.

- Refer the candidates to suitable vacancies
- Follow-up candidates and employers to ensure successful placement and performance feedback on a regular basis.
- Networking and coordinating work with different agencies involved in placement of PWDs and compile data of the same
- Networking, building and nurturing relations with various companies and/or organizations to strengthen ties for further link ups and collaboration.
- Organize Employers sensitization programmes and workshops on Employment for PWDs.
- Refer PWDs for psycho-social counseling to the Career Guidance Counselor when necessary
- Write Programme reports on a monthly basis or as requested by the Line Manager or the National Director
- Perform any other duties that may be delegated to you

Education and Experience

Essential:

- Degree level education in Social or Development Studies or other related studies
- A minimum of two years of related experience in a similar position
- Excellent communication skills in spoken and written English.
- Ability to operate at a senior level
- Understanding of the disability sector
- Ability to speak One South Africa language other than Afrikaans and English

Desirable

- Drivers License
- Own transport

