



Conquest For Life
Improving the quality of life

Social Auxiliary Worker

We are in search of a young, vibrant, and dynamic individual to assume the role of Social Auxiliary Worker. Conquest for life specializes in social crime prevention and offender reintegration, boasts a rich, unparalleled history in human rights, criminal justice, and innovative criminal justice reform.

This post will be supporting Social Workers within designated focus areas by providing administrative support and assisting with serviced to individuals, groups and communities.

We are seeking a proficient candidate with strong experience in Crime prevention and Awareness Program and Diversion Program. This is a dynamic, fast-paced office environment and the successful candidate should be available to start as soon as possible.

Responsibilities

- Assist the Social worker, conduct intake assessments
- Manage administrator duties
- Maintain and update the central client management system
- Assisting with community projects
- Assisting with setting up for trainings
- Coordinating and distributing internal information
- Coordinating, submitting and delivering reports and other documentation

Minimum requirements

- Certificate in Social Auxiliary Work
- Current registration with the **SACSSP**
- **CPR** and **NRSO** Vetting is Mandatory
- Minimum of 3 years' experience
- Valid driver's license essential
- Must be Computer literate
- Strong problem-solving skills
- Good communication skills essential
- An interest and passion to work with adult and/ or young offenders within the Criminal Justice System

Interested candidates are invited to submit a **detailed CV and a short cover letter** outlining their suitability for the position.

Closing Date : **4 September 2026**

Address application to : Conquest For life

Email: : info@conquest.org.za

In terms of the POPI Act, you confirm that you consent to Conquest for life retaining your personal information for recruitment processing and that the information you have provided to Conquest for life is true, correct and up to date. Further correspondence will only be entered into with those under consideration for the role.