



Physical Address:
2 Dingle Avenue
Cnr. Rosmead Avenue
Kenilworth
7708

** Main entrance through a slip road on Rosmead Avenue*

Postal Address:
Box 36397
Glosderry
7702

Project Coordinator – Free State *Internal & External Advertisement*

We are looking for a motivated individual with community development experience, training and facilitation, and a passion for literacy to join our team!!

Job Overview:

Nal'ibali (isiXhosa for “here’s the story”) is a national reading-for-enjoyment campaign. It builds literacy skills and lifelong reading culture in homes, schools and communities across South Africa.

Nal'ibali implements and trains others to deliver a variety of literacy programmes, including reading clubs, early literacy, family literacy and school support. It also distributes high-quality reading materials in home languages and runs events and campaigns to raise awareness of how reading for enjoyment develops cognitive and socio-emotional skills, supporting school success and positive life outcomes.

The role of the Project Coordinator is responsible for building a vibrant community of literacy practice in the Free State through strategic collaborations, capacity building efforts, and team performance management to reach an agreed goal and campaign targets.

Key responsibilities include:

Community and Stakeholder Engagement:

- Revive relationships with diverse local partners to facilitate project activities.
- Support local partners and field teams in building literacy ecosystems.
- Conduct workshops and refresher trainings on the Nal'ibali model.
- Oversee the distribution of reading materials and gather feedback.
- Represent Nal'ibali in local organizations and ensure stakeholders are connected to resources.

Project Management and Implementation:

- Prepare annual implementation plans and organize activities.
- Integrate mobile libraries (tuk-tuks) into the community projects.
- Ensure timely and effective implementation of Nal'ibali activities.
- Oversee project budget and monitor spending.
- Recommend budget adjustments to the Special Projects Manager when necessary.

Team Management and Leadership:

- Clarify roles and responsibilities for Literacy Mentors and Story Sparkers.
- Ensure the team is equipped to implement project objectives.
- Establish accountability systems for project staff and address challenges.
- Conduct performance evaluations and ensure HR policies are followed.
- Foster team engagement and continuous improvement.

Contact us in any of these ways:

Tel: +27 (21) 448 6000 **Email:** info@nalibali.org

 www.nalibali.org

 www.nalibali.mobi

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Monitoring, Evaluation, Reporting, and Administration:

- Ensure regular submission of project data through the Nal'ibali App.
- Analyze and report project data; assist in progress and donor report preparations.
- Collaborate with the MERL department to refine data collection tools.
- Coordinate monthly reporting and support team data management.

Stakeholder Engagement:

- Initiate and develop partnerships with donors, government, and implementation partners.
- Maintain regular communication with stakeholders and manage expectations.
- Address stakeholder concerns to align with Nal'ibali's objectives.

Administration:

- Submit work plans and reports promptly to the Special Projects Manager.
- Approve travel requests, leave requests, and invoices

Requirements:

- Bachelor's degree in development studies, Social Science, Education, Management, Social Work, or relevant field. Postgraduate qualification advantageous.
- 3 years of relevant experience in project management, programme implementation, or community development.
- Valid driver's license.
- Experience in literacy development, education, early childhood development, or similar initiatives.
- Proven skills in stakeholder management and behaviour change campaigns.
- Skills in stakeholder management, behaviour change campaigns, and NGO programme coordination.
- Project management skills, coordination, and community development.
- Developing strategic partnerships and maintaining stakeholder relationships.
- Proven skills in multi-stakeholder and cross-cultural management.
- Planning and implementing programme activities.
- Conducting M&E and reporting on programme activities.
- Capacity development and distance management, including leading junior, geographically dispersed teams.
- Proficiency in Microsoft Office including additional products (e.g., Forms, Planner, Flow) - Advantageous
- Comfortable using social media networks such as Facebook, Twitter, Instagram etc.
- Fluency in English and local language(s) desirable

Interested candidates should forward a motivational letter and CV to work@nalibali.org, with your name and surname, position title on the subject line. (e.g., Thandi Nkosi: National Programmes Manager)

Closing date: Friday, 7 November 2024

*If you do not here from us by **31 December 2024**, please consider your application unsuccessful
Preference will be given to candidates residing in the Free State*

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