



It starts with a story...

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**Email:** info@nalibali.org **Website:** www.nalibali.org **Twitter:** @nalibaliSA **Facebook:** nalibaliSA

**Programme Administrator – Cape Town  
12 months' contract**

*Nal'ibali (isiXhosa for "here's the story") is a national reading-for-enjoyment campaign. It seeks to spark and embed a culture of reading across South Africa, so that reading, writing, and sharing stories – in all South African languages – is part of everyday life.*

*Children who are surrounded by print and immersed in great and well-told stories – in languages they understand – are more curious, confident and motivated to learn. They develop vocabulary, strengthen memory, and nurture imagination. They're more likely to become readers themselves, and to do well in school across all subjects.*

*Since 2012, Nal'ibali has worked with state, civil society and business partners to make sure every South African child has opportunities to fall in love with books and stories. This includes founding partners DGMT, PRAESA (the Project for the Study of Alternative Education in South Africa) and Tiso Blackstar (formerly Times Media). Through advocacy, training, and high-quality reading material, Nal'ibali is helping to nurture a reading nation.*

***We are looking for a motivated individual with a passion on administrative work and supporting the field team to be based in the Cape Town Office.***

**Purpose:**

The role of the Programme Administrator working alongside finance department and programmes team, manage and ensure the smooth running of advance reconciliations process.

**Description:**

1. Ensure necessary financial reconciliation of funds – post activities, including working with finance department to keep audit requirements in check continuously.
2. Conduct quality assurance on submitted financial reconciliations, and return incorrectly reconciled documents for correction and resubmission.
3. Ensure that all advance reconciliations are in line with approved workplans and activities before submitting to finance
4. Keep record of returned reconciliations, track rejected recons, incorrectly completed reconciliations for resubmission.
5. In consultation with finance – send updated recon status spreadsheet weekly to team, assist to interpret spreadsheets, and that recons status is clearly understood.
6. Scrutinize and communicate with Finance Dept. of any discrepancies, incorrect recon balances, deductions. and ensure these are resolved before payroll.
7. Keep an issue log to record non-adherence, gross negligence, repeated cases of not meeting acceptable submission standards and escalate to the Line Manager where necessary
8. Keep track of all advances and ensure that advances are reconciled and submitted on prescribed timelines.
9. Record all submitted reconciliations and ensure finance administrator signs the log sheet for each submitted reconciliation

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Nal'ibali (isiXhosa for "here's the story") is a national reading-for-enjoyment campaign to spark children's potential through storytelling and reading. Nal'ibali was initiated by the DG Murray Trust and PRAESA (The Project for the Study of Alternative Education in South Africa) in 2012 and continues to work alongside these anchor partners to grow a love of books and stories in all South African languages.



10. Working with Support Services, ensure that stationery and materials to programmes staff is purchased and delivered.
11. Ensure record keeping of important departmental documentation.
12. Perform other administrative duties as assigned by the line manager.

**Person spec:**

- Self-motivated
- Strong interpersonal and communication skills
- Community Leadership
- Excellent Time-management
- Outstanding and enthusiastic facilitator

**Requirements:**

- 1-2 years' field work experience in the NGO sector
- Relevant degree or diploma advantageous
- An interest in mother tongue literacy development and/or education.
- Experience in managing and mentoring dispersed teams
- Excellent written and verbal skills in English and one other official language
- Good MS Office ski
- Driver's license and willingness to travel essential
- Team management experience
- Basic Project management
- Administration skills

Should you meet the above requirements, send your applications as below:

1. please email your motivational letter and CV to [work@nalibali.org](mailto:work@nalibali.org) with your name and surname, position title on the subject line, (e.g. Joe Soap: Literacy Mentor – Chris Hani East- Cala.

**Closing date: 21 December 2018**

*Please note that feedback will be provided to shortlisted candidates only.*

