

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

Special Projects Manager
12 months 'contract

Nal'ibali is a national reading for enjoyment campaign that seeks to spark children's potential through reading, writing and storytelling. We are on the lookout for a leader who will inspire, manage and support an extensive team of fieldworkers based across the country, as they work with partners to grow a culture of reading in our land.

Purpose

To conceptualize, manage and support the development and delivery of an effective face-to-face reading for enjoyment programme into South African society.

This position is based at the Nal'ibali head office in Mowbray, Cape Town

Key Responsibilities:

- Reporting to the Head of Programmes
- Working in a collaborative fashion with a team of project and provincial coordinators and literacy mentors based in various locations across the country to establish sustainable platforms for reading for enjoyment to take root, through maintaining well established relationships with partner organisations and developing new relationships for growth,
- Overseeing the development and execution of project deliverables, leads project planning, budgeting, work plans, and ensures submission of team's monitoring and financial data.
- Developing suitable systems to ensure efficient programme delivery
- Continually assessing progress and impact as part of informing strategic direction, managing risk and deviations, and finding innovative ways to achieve results on an ongoing basis.
- Ensuring all aspects of the campaign are integrated into a complete and clear package offering to partners.
- Developing monthly briefs in collaboration with other divisions, to share with team members,
- Initiating strategic partnerships across all provinces as part of the face to face growth strategy,
- Spending time both in the office and in the field to understand on the ground dynamics and support field team members,
- Identifying and troubleshooting challenges as they arise,
- Ensuring project activities comply with the policies and regulations of the campaign.

Person spec:

- We are looking for a strong, energetic and self-motivated individual who can work both strategically and operationally.
- A person who can lead their team, and pull up their sleeves when required to ensure the best use of limited resources for programme beneficiaries.
- Someone with a positive and professional approach who can think on their feet and respond quickly and thoughtfully.



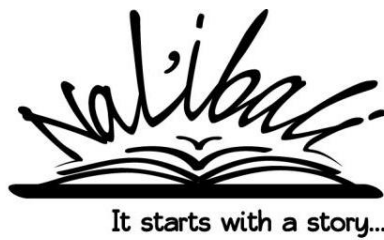
Tel: +27 (21) 448 6000

Call centre: 021 180 4080

Email: info@nalibali.org

Website: www.nalibali.org

Trust number: IT000547/2016(C)



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

Requirements:

- At least five years' managerial and programmatic experience in civil society or the NGO sector
- Honours degree in a relevant subject
- Good people skills
- Strong leadership skills
- Demonstrable project design and implementation skills
- Fluency at least one South African language and English
- Understanding of Education and/or Literacy Development sector
- Driver's license and willingness to travel essential

Closing date: 27 May 2019.

Should you meet the above requirements, please email your motivational letter and CV to work@nalibali.org with your name and surname, position title on the subject line, (e.g. Name Surname: Special Projects Manager).



Tel: +27 (21) 448 6000

Call centre: 021 180 4080

Email: info@nalibali.org

Website: www.nalibali.org

Trust number: IT000547/2016(C)