



Physical Address:
The Nalibali Trust
Unit G06, WBHO House
9 Logan Way
Pinelands
Cape Town, 7430

Postal Address:
Box 36397
Glosderry
7702

Administrative Assistant - Cape Town

Nalibali's mission is to spark a love of stories, build language and literacy skills, and promote a lifelong reading culture in homes, schools and communities across South Africa. Our work transforms communities into learning spaces whether in the homes, centres, schools and community spaces children get adequate opportunities to read and engage with enticing content, stories.

Nalibali is looking for a highly organized Office & Administrative Coordinator to provide efficient office support, coordinate logistics, manage inventory, and assist with internal communications. The role is integral to ensuring smooth day-to-day operations and supporting Nalibali's mission to promote literacy across South Africa.

Role and responsibilities:

Key areas of responsibility	Tasks and Activities
Office & Administrative Support	<ul style="list-style-type: none"> Welcome visitors and manage incoming calls, emails, and correspondence. Ensure foyer and reception areas are orderly and staff do not idle unnecessarily. Assist with planning and logistics for events, training sessions, and workshops. Provide on-the-day support at key Nalibali events. Maintain schedules and assist with administrative workflows. Ensure the smooth running of day-to-day office operations. Provide support to teams as needed to facilitate office efficiency
Travel & Logistics	<ul style="list-style-type: none"> Collaborate with service providers to arrange travel bookings, accommodation, and itineraries. Support processing of travel per diems, claims, and reimbursements. Process internal requests and payments for travel and accommodation invoices. Maintain accurate travel and logistics records. Provide guidance to staff on travel procedures and requirements. Coordinate last-minute travel adjustments and resolve travel-related issues. Assist with budgeting and cost-tracking for travel arrangements.
Warehouse & Office Inventory Management	<ul style="list-style-type: none"> Oversee and manage office supplies, such as stationery, kitchen/refreshment stock, and cleaning materials. Monitor and replenish office resources and supplies proactively, based on usage patterns and anticipated demand. Assist with receipt, storage, and dispatch of reading materials and resources to provincial and field staff. Maintain accurate stock records and conduct regular inventory counts. Ensure warehouse and storeroom areas are safe, clean, and organized. Support stock audits and resolve discrepancies.

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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Communications & Internal Coordination	<ul style="list-style-type: none"> • Distribute internal memos, announcements, and event invitations. • Prepare basic presentations, meeting packages, or minutes as required. • Facilitate communication between departments and staff. • Assist with internal reporting and documentation. • Support coordination of internal events and team meetings.
Financial & HR Support	<ul style="list-style-type: none"> • Provide ad hoc support to finance with processing invoices and payment requests. • Assist with onboarding logistics including welcome packs, desk set-up, and documentation. • Help schedule interviews and training sessions. • Support HR and finance teams with administrative workflows.

Requirements (Qualifications, skills and experience):

- Matric / Grade 12 (essential); post-secondary qualifications in Office Administration, Business Administration, or a related field (advantageous).
- 3–5 years' experience in in office administration, coordination, or related roles.
- Proficiency in MS Office 365 (Word, Excel, Outlook, PowerPoint).
- Fluency in written and spoken English; proficiency in at least one other South African language.

Competencies:

- Highly organized, detail-oriented, and proactive.
- Ability to multitask and work under pressure.
- Strong problem-solving and decision-making skills.
- Collaborative team player with strong interpersonal skills.
- Professional and courteous when engaging with internal and external stakeholders.
- Flexible and adaptable to changing priorities and operational needs.

Closing Date: Friday, 24 October 2025

If you meet the above requirements, please send your CV and motivation letter (e.g. Thandi Nkosi, Administrative Assistant) to work@nalibali.org.

For further information please have a look at our website www.nalibali.org.

If you do not hear from us by 30 November 2025, please consider your application unsuccessful.

Please note: This position requires trust and honesty it has access to organisational data - therefore a criminal record check will be conducted. By applying for this role, and supplying the necessary details, you hereby grant us permission to apply for the necessary checks. This will be done in a confidential manner, and solely for the purposes of verification.

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