



**Physical Address:**  
The Nal'ibali Trust  
Unit G06, WBHO House  
9 Logan Way  
Pinelands  
Cape Town, 7430

**Postal Address:**  
Box 36397  
Glosderry  
7702

## Special Projects Administrator – Gauteng

### In partnership with the Social Employment Fund (SEF)

*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.*

**Job Overview:** Nal'ibali seeks to employ one (1) Special Projects Administrator to provide overall administrative duties to all special projects at Nal'ibali, including the SEF project which is undertaken in partnership with the Social Employment Fund to promote job creation.

#### Key Responsibilities:

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Administration and Record Keeping</b> | <ul style="list-style-type: none"> <li>Schedule meetings with project teams – Project Leads, SEF Project key personnel and other Nal'ibali departments.</li> <li>Compile records and resolutions of all project meetings.</li> <li>Collate and submit all monthly/bi-weekly plans from Project Leads and SEF Administrators.</li> <li>Follow-up with Project Leads on outstanding documents and reports.</li> <li>Assist with data consolidation required for project proposals.</li> </ul> |
| <b>Procurement</b>                       | <ul style="list-style-type: none"> <li>Review all project quotations and invoices before they are uploaded for approval.</li> <li>Collate all orders for books/ reading resources and stationery for SEF project and submit requests to Support Services.</li> <li>Source quotations for SEF project procurement and initiate the internal requisitions.</li> </ul>                                                                                                                         |
| <b>Project implementation</b>            | <ul style="list-style-type: none"> <li>Ensure that reading materials reach their intended recipients timeously.</li> <li>Maintain a record of all materials distributed to provinces implementing SEF</li> <li>Assist with logistics for all SEF training as may be required.</li> </ul>                                                                                                                                                                                                    |
| <b>Monitoring, Evaluation, Reporting</b> | <ul style="list-style-type: none"> <li>Extract impact stories from all special project reports and follow up on missing information.</li> <li>Assist MERL team with data entry as and when required.</li> <li>Ensure that all project reports are correctly filed.</li> </ul>                                                                                                                                                                                                               |

#### Qualifications/Experience/Knowledge/Skills required:

- Bachelor's or Diploma in a relevant field (Public Administration, Development Studies, Social Science, Education, Management, Social Work, etc.)
- A valid South African driver's license older than 2 years plus driving experience of 2 years or more.
- Experience in:
  - Working in literacy development, education and training, early childhood development and/or other community-based development initiatives.
  - Working on behaviour change campaigns.
- Excellent interpersonal and communication skills.
- Competency in MS Excel is essential as well as MS Word, PowerPoint

#### Contact us in any of these ways:

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

[www.nalibali.org](http://www.nalibali.org)

[www.nalibali.mobi](http://www.nalibali.mobi)

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- Comfortable using social media networks such as Facebook, Twitter, Instagram etc.
- Competent using Google Docs, Microsoft Office 365 Suite of products (e.g. Forms, Planner, Flow)
- Fluent written and spoken English and a second South African language.
- Must be organized and focused, be a team player and deadline-driven

**Criteria:**

- Must be unemployed or partially employed and available immediately
- Must not be participating in any other government employment scheme, e.g. EPWP or CWP
- Between the ages of 18 -60
- Must be based in Gauteng

Should you meet the above requirements and criteria, 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. Thandi Nkosi, Special Projects Administrator – Gauteng )

**Closing date: 7 November 2025**

*Feedback will be provided to shortlisted candidates only.*

For further information please have a look at our website [www.nalibali.org](http://www.nalibali.org).

***Please note: By applying for this role and supplying the necessary details, you hereby grant us permission to apply for the necessary background and criminal checks. This will be done in a confidential manner, and solely for the purposes of verification.***

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