



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

Postal Address:
Box 36397
Glosderry
7702

Training Administrator – Gauteng / Cape Town

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 1 Training Administrator to oversee, coordinate, and ensure the quality and consistency of training delivery across all SEF programme roles, including Literacy Facilitators, Team Leaders, and Provincial Administrators. This role focuses on training coordination, quality assurance, capacity building, and support to trainers and facilitators, in the SEF project which is undertaken in partnership with the Social Employment Fund to promote job creation.

Key Responsibilities:

Training Coordination and Oversight	- Coordinate and manage training plans, training schedules, logistics, and communication with provincial teams. - Support the roll-out of training sessions for Administrators, Team Leaders, Literacy Facilitators. - Support the scheduling, roll out, logistics, and communication of all training sessions for Literacy Facilitators and Team Leaders in collaboration with Provincial Administrators. - Ensure that training content, materials, and methodologies are standardised and aligned to programme outcomes. - Track training progress and follow up with provincial teams where needed.
Quality Assurance and Reporting	- Monitor training delivery to ensure relevance, effectiveness, and adherence to Nal'ibali standards. - Collect, review, and analyse training attendance, evaluations, and feedback to identify trends and areas for improvement. - Contribute to the preparation of monthly and quarterly training reports. - Maintain an up-to-date training database in coordination with the M&E team, including training conducted by implementing partners.
Capacity Building and Support	- Support trainers and team leaders through mentorship, refresher sessions, and peer learning opportunities. - Identify capacity gaps and recommend appropriate interventions or follow-up training. - Collaborate with the Core Programme Manager to ensure training supports overall programme implementation goals.
Stakeholder Engagement	- Liaise with provincial teams, training partners, and external facilitators to ensure smooth coordination of all training activities. - Contribute to developing and maintaining partnerships that strengthen literacy and employability outcomes.

Qualifications/Experience/Knowledge/Skills required:

- Relevant qualification in Education, Training, Project Management, or Community Development (NQF Level 5 or above).

Contact us in any of these ways:

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

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- At least 2–3 years' experience in training coordination, programme support, or adult learning.
- Experience working with community-based programmes or NGOs is an advantage.
- Good understanding of how training is planned, tracked, and evaluated.
- Computer literacy (MS Word, Excel, PowerPoint, and Google tools).
- A valid South African driver's license older than 2 years plus driving experience of 2 years or more.
- Excellent organizational, coordination and planning skills.
- Strong communication and stakeholder management abilities.
- Analytical skills to assess training effectiveness and quality.
- Ability to work independently and across diverse teams.
- Flexibility to travel for training oversight and support.
- Excellent interpersonal and communication skills.
- 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
- Must be based in Gauteng or KwaZulu Natal.

Should you meet the above requirements and criteria, please email your motivational letter and CV to work@nalibali.org with your name and surname, position title on the subject line, (e.g. Thandi Nkosi, Training Administrator – Gauteng /Cape Town)

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.

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.