



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

**Postal Address:**  
Box 36397  
Glosderry  
7702

## Project Coordinator – Northern Cape (Postmasburg)

***We are looking for a motivated individual with a passion for literacy to join our team!!***

Nal'ibali (isiXhosa for “here’s the story”) is a national reading-for-enjoyment campaign. It builds literacy skills and lifelong reading culture in homes, schools and communities across South Africa.

Nal'ibali seeks Project Coordinator to drive an innovative, community-wide project funded by a solar power company whose aim is to create communities that support and demonstrate reading culture. The successful candidate will play a key role in coordinating project activities, building strong partnerships, and supporting field teams to deliver effective literacy interventions.

This role provides an opportunity to contribute to meaningful long-term change by working with communities, local partners to improve literacy outcomes for children.

The successful candidate will work closely with the National Projects Manager, Literacy Mentor, Story Sparkers, community stakeholders to implement project plans, support learning and ensure the achievement of project objectives

### Role and responsibilities:

| Key Areas of Responsibility                    | Tasks and Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community and Stakeholder Engagement</b>    | <ul style="list-style-type: none"> <li>Establish and maintain relationships with schools, community organisations, local partners, government stakeholders, and literacy networks.</li> <li>Support the development of strong community ecosystems that promote and sustain literacy development.</li> <li>Identify opportunities to link Nal'ibali 's literacy model with partner objectives and community needs</li> <li>Represent Nal'ibali at local stakeholder meetings, forums, and community platforms.</li> <li></li> </ul> |
| <b>Project Coordination and Implementation</b> | <ul style="list-style-type: none"> <li>Coordinate the implementation of project activities according to approved project plans and timelines.</li> <li>Monitor project progress.</li> <li>Monitor project expenditure and support effective budget management</li> <li>Support the coordination of project resources, partnerships, and activities.</li> </ul>                                                                                                                                                                      |
| <b>Training and Capacity Building</b>          | <ul style="list-style-type: none"> <li>Plan, coordinate, and facilitate workshops and refresher sessions for the team, partners and community stakeholders.</li> <li>Monitor and track attendance, participation, and training outcomes.</li> <li>Identify skills gaps and recommend refresher or advanced sessions.</li> <li>Ensure consistent post-training follow-up systems are operational.</li> </ul>                                                                                                                         |

**Contact us in any of these ways:**  
**Tel:** +27 (21) 448 6000 **Email:** [info@nalibali.org](mailto:info@nalibali.org)

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

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

[nalibaliSA](https://www.facebook.com/nalibaliSA)

[@nalibaliSA](https://twitter.com/nalibaliSA)

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|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Team Management and Support</b>          | <ul style="list-style-type: none"> <li>• Provide guidance, support and direction to Literacy Mentor and Story Sparkers.</li> <li>• Ensure the team understands project objectives, responsibilities and expected outcomes.</li> <li>• Support the development of accountability systems and monitor team performance.</li> <li>• Ensure compliance with Nal'ibali policies and procedures.</li> </ul>                      |
| <b>Monitoring, Evaluation and Reporting</b> | <ul style="list-style-type: none"> <li>• Maintain accurate, up-to-date records of Training beneficiaries, Reading Clubs, Partner engagements and Literacy events.</li> <li>• Conduct regular site visits and submit structured reports</li> <li>• Track district progress against defined sustainability indicators.</li> <li>• Document case studies, success stories, and innovation emerging from the field.</li> </ul> |

#### Requirements (Qualifications, skills and experience):

- Diploma or bachelor's degree in Developmental Studies, Education, Social Sciences, Social Work or related field.
- Minimum 5 years' experience in project management, programme implementation, community development or stakeholder engagement.
- Experience managing teams and coordinating community-based projects.
- Experience in literacy, education, early childhood development or community development programmes will be advantageous.
- Experience facilitating training workshops.
- Experience engaging schools, ECD centres, caregivers, NGOs, or government stakeholders.
- Strong understanding of children's literacy development.
- Proficient in Microsoft Excel, Word, PowerPoint, Outlook, Teams and Google Workspace.
- Fluent in English and one additional local language (Setswana or Afrikaans preferred)
- Valid driver's license with at least two (2) years' driving experience

Interested candidates should forward a motivational letter, detailed CV and copy of qualifications to [work@nalibali.org](mailto:work@nalibali.org), with your name and surname, position title and the relevant cluster on the subject line. (e.g., Thandi Nkosi, Project Coordinator – Northern Cape)

**Closing date: Friday, 24 July 2026.**

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

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

If you do not hear from us by **30 September 2026**, please consider your application unsuccessful.

**Please note:** This role requires a high level of trust and access to sensitive data. As part of the recruitment process, criminal record and relevant background checks will be conducted. By applying, you consent to these checks. We reserve the right to make appointments based on their outcomes. The organization is committed to **child safeguarding and protection** and to maintaining a safe environment for vulnerable individuals.

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