



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

Postal Address:
Box 36397
Glosderry
7702

HR Assistant – Cape Town, Pinelands In partnership with the Social Employment Fund (SEF)

Nalibali (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: Nalibali is seeking one full-time HR Assistant to administer all payroll functions for employees on the SEF project. The role will ensure that payroll payments and approvals comply with required policies, processes, and procedures. The successful candidate will also maintain employee HR records, manage leave, and serve as the primary contact for payroll queries and support.

Key Responsibilities:

Recruitment and Onboarding	• Manage end-to-end recruitment of new participants, including placing adverts, creating and monitoring application links, and assisting applicants where required. • Oversee onboarding of new participants onto Kwantu, ensuring that all details and documents are approved timeously. • Draft contracts for participants and ensure background checks are completed before engagement. • Schedule orientation for new recruits •
HR Data and System Administration	• Maintain accurate and up-to-date participant information on Kwantu, including localities, wage categories, and amendments. • Ensure compliance and integrity of data captured on the system, conduct regular checks to avoid discrepancies. • Troubleshoot and resolve any system-related challenges, escalating where necessary. • Leave administration and reporting
Payroll Processing and Compliance	• Process monthly payroll on Kwantu, ensuring accuracy and timeliness of all wage payments. • Verify and update banking details of participants each month prior to payment. • Prepare and submit payroll files to Finance, and the payroll service provider. • Attend to payroll queries from Finance, and participants promptly and effectively. • Liaise with payroll service provider regarding payslips, reports, UIF, COID, and IRP5. • Complete annual COID submissions and payments as required.
Stakeholder Engagement and Support	• Liaise with partner organisations regarding payroll data (joiners, leavers, wage category changes, banking details) and resolve queries promptly. • Work with Provincial Administrators on attendance trackers, ensuring accurate and timely submissions • Liaise with Support Services for equipment, courier issues, and IT/email/phone setups for team leaders.

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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Reporting and Statutory Submissions	• Compile and submit monthly HR and payroll statistics to Project Coordinators. • Share supporting documentation with Finance for UIF payments via SARS. • Submit Proof of Payment (PoP) for UIF and COID monthly/annually as required. • Ensure statutory compliance (UIF, COID, SARS) through timely and accurate submissions.
HR Administration and Employee Relations	• Draft letters of employment for participants upon request. • Prepare UIF documentation for leavers and ensure smooth offboarding. • Manage employee relations matters, documenting and escalating issues where necessary in line with policy. • Support the Provincial Administrator with HR-related queries and interventions.

Qualifications/Experience/Knowledge/Skills required:

- A human resources diploma (3-year tertiary qualification) or any other related qualification
- Minimum 1-2 years' experience in a human resources environment
- Thorough knowledge of SA legislation and policies that regulate human resources in the workplace
- Experience in the NGO/development sector advantageous
- Able to engage in meaningful negotiation and resolution
- Excellent verbal and written communication skills
- Full understanding of HR functions and best practices
- Display excellent organisational skills
- Good time-management skills
- Ability to multi-task in a fast-paced environment
- Possess conflict management and decision-making skills to ensure employee compliance
- Competent using Google Docs, Microsoft Office 365 Suite of products (e.g. Forms, Planner, Flow)

Criteria:

- Must be unemployed 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 Cape Town

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, HR Assistant)

Closing date: 20 September 2026

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.

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