



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

Postal Address:
Box 36397
Glosderry
7702

Operations 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 Operations Assistant that will provide administrative, logistics, distribution, IT and operations support to ensure the smooth implementation of the SEF project activities. The role requires someone who can work independently, manage multiple priorities and provide reliable support in a fast-paced project environment.

Key Responsibilities:

Administration & Office Support	• Provide general administrative support to the Operations department and SEF project. • Complete and submit general administration through the organisation's internal app. • Maintain accurate records, documentation and project administration. • Assist with office coordination and day-to-day operational requirements. • Support special projects and core organisational operations as required.
Distribution, Warehouse & Courier Coordination	• Prepare detailed distribution lists for books, stationery and marketing materials by province, locality and Team Leader. • Coordinate project distribution requirements with the warehouse team. • Coordinate the distribution of training materials, books and other project materials to sites. • Manage courier administration, including bookings, tracking and follow-ups. • Prepare and maintain distribution reports. • Assist with printing and preparation of training materials. • Ensure materials are distributed according to site, locality and language requirements.
IT & Equipment Support	• Source and purchase cellphones and laptops in accordance with project requirements. • Source data contracts for cellphones and laptops. • Set up and configure cellphones for Team Leaders, including Kwantu access. • Set up laptops and cellphones for administrative staff. • Provide ongoing basic user support and maintenance for project devices. • Assist with troubleshooting and resolving basic IT-related queries.
Travel & Logistics	• Coordinate travel arrangements for Provincial Coordinators and Provincial Administrators for site visits and training. • Provide logistical support for training, meetings, distributions and project activities. • Assist with fleet and general logistics coordination as required.
Staff & Operational Support	• Provide general administrative and operational support to the Support Services Manager. • Coordinate with the warehouse team regarding project distributions and materials. • Support office coordination and day-to-day operational requirements. • Assist with fleet, travel and logistics arrangements. • Support special projects and core organisational operations as required.

Contact us in any of these ways:

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

www.nalibali.org

www.nalibali.mobi

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

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

[@nalibaliSA](https://www.instagram.com/nalibaliSA)





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

Postal Address:
Box 36397
Glosderry
7702

	• Provide general support to ensure the effective functioning of the office and SEF project.
--	--

Qualifications/Experience/Knowledge/Skills required:

- A relevant Certificate or diploma in Administration, Operations Management, Logistics, Supply Chain Management or related field is required
- Minimum 1-2 years' experience in a human resources environment
- Experience in project administration and logistics will be an added advantage
- Experience in the NGO/development sector advantageous
- Excellent verbal and written communication skills
- Display excellent organisational skills
- Good time-management skills
- Ability to multi-task in a fast-paced environment
- 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, Operations 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.