



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

Postal Address:
Box 36397
Glosderry
7702

Provincial Administrators– Western Cape, Eastern Cape, Limpopo, Kwa-Zulu Natal , Northwest, Free State, Northern Cape and 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 8 Full-Time Provincial Administrators to provide overall administrative duties and oversight in each province identified.

Key Responsibilities:

Community and Stakeholder Engagement	• Support the field team build relationships with local leaders, organizations and stakeholders and facilitate project entry into ECDs, schools and communities. • Once relationships are established, communicate and coordinate with local leaders, partners, and key stakeholders on behalf of the project and maintain relationships through regular communication. • Identify and understand stakeholder issues, interests, aspirations and concerns, and propose adjustments to the project plans accordingly. • Participate in all meetings, conference calls, and training within the project.
Project management and implementation	• Ensure Team Leaders (TLs) have an updated Daily Schedule, weekly and monthly targets. • Prioritize and organize activities and resources to achieve project objectives. • Support all team leaders in the project to implement their responsibilities as per the grant agreement and project plans • Ensure that Nal'ibali's activities are implemented timeously and effectively as per the project plan.
Team management and leadership	• Clarify roles, responsibilities, and expectations of the TLs and Literacy Facilitators (LFs). • Work with Provincial Coordinators and SEF Coordinator to ensure Literacy Facilitators are trained and capacitated to deliver on their mandate. • Ensure Team Leaders and the project team are informed and equipped to articulate and implement the project strategy and objectives. • Create/implement systems of accountability for project staff and follow up to correct instances of poor communication or delivery. • Identify, troubleshoot, and solve challenges arising, with support from Provincial Coordinators where it cannot be solved locally. • Provide direction, guidance, and support to Team Leaders. • Conduct line management and performance evaluation for Team Leaders • Ensure that team members follow company policies and procedures and follow up on HR matters arising. • Ensure team members are engaged and create an environment for continuous improvement.

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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Monitoring, Evaluation, Reporting and Administration	- Promote harmonization of approaches and methodologies across all systems to be used for this project - Ensure Team Leaders report activities regularly using approved tools. - Analyse and verify data submitted to the MER team, and write monthly progress reports. - Consolidate and submit project team workplans. - Conduct regular follow-up of work plans, identify, and address any delays in a timeous and effective manner. - Data collection, verification/quality assurance, and submission of monthly reports to SEF Coordinator.
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Qualifications/Experience/Knowledge/Skills required:

- Diploma or bachelor's degree in a relevant field (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.
- Proven skills in multi-stakeholder and cross-cultural management.
- Experience in:
 - Planning and implementing programme activities.
 - Monitoring and reporting on programme activities.
 - Capacity development, leading and managing geographically dispersed teams.
 - 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.
- Competent in MS Excel, MS Word, PowerPoint
- 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 spoken in the province where the position is based

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 one of the provinces identified

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, Provincial Administrator – Eastern Cape)

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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