



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

Postal Address:
Box 36397
Glosderry
7702

Reading Club Administrator – Western Cape, Eastern Cape, Limpopo, Kwa-Zulu Natal, Northwest, Free State, Northern Cape, Mpumalanga and Gauteng

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 seeks to employ 9 Full-Time Reading Club Administrators to provide national oversight, registration, and tracking of Reading Clubs implemented through the Social Employment Fund (SEF) programme in each province identified.

Key Responsibilities:

Oversight and Coordination	• Provide day-to-day oversight and coordination of all Reading Club Facilitators placed across SEF implementation sites nationally. • Support Facilitators with guidance, troubleshooting, and escalation of site-level implementation challenges. • Coordinate a consistent, standardised approach to Reading Club support and tracking across all provinces.
Registration and Tracking	• Maintain a national system for tracking Reading Club registration and re-registration status throughout the SEF implementation period. • Monitor and record the training status of Reading Club leaders against the full list of established and registered Reading Clubs, identifying and following up on gaps. • Maintain accurate, current records of all active, dormant, and newly established Reading Clubs, disaggregated by province, site, and type (school-based / community-based).
Monitoring, Evaluation, Reporting and Administration	• Compile and submit monthly updates, reporting on registered Reading Clubs and related implementation progress. • Provide regular internal reporting to the Special Projects Manager and MERL team on registration, re-registration, and training coverage trends. • Flag risks, delays, or non-compliance issues in registration and tracking processes, together with proposed corrective actions. • Promote harmonization of approaches and methodologies across all systems to be used for this project • Ensure Reading Club Facilitators report activities regularly using approved tools. • Analyse and verify data submitted to the MER team and write monthly progress reports.
Sustainability and Integration	• Plan and coordinate the integration of Reading Clubs into Core Programmes ahead of and following the conclusion of SEF implementation, ensuring continuity of support.

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

	• Work with the Core Programmes team to align Reading Club data, systems, and reporting requirements between SEF and Core Programmes. • Identify Reading Clubs at risk of discontinuation and coordinate appropriate support or handover planning.
--	--

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, Reading Club Administrator – Gauteng)

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.

Contact us in any of these ways:

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

www.nalibali.org www.nalibali.mobi [f nalibaliSA](https://www.facebook.com/nalibaliSA) [@nalibaliSA](https://twitter.com/nalibaliSA) [@nalibaliSA](https://www.instagram.com/nalibaliSA)