



Funda Wande

Reading for Meaning

We're Hiring!

Literacy Coordinator: Materials development

SALARY BAND R400 000 to R500 000 p/a **Dependent on experience**

LOCATION Cape Town, Western Cape

Purpose:

Reporting to the Head of Literacy, you will be responsible for coordinating a wide variety of educational print resources. To be successful in this position, you'll be a self-starter and have the ability to tackle multiple projects while staying organized, calm and having a positive attitude. You will have a background and interest in publishing and print production, great attention to detail and have experience in setting up systems and processes.

Key Responsibilities:

- ☞ Oversee the production of printed resources from conceptual phase to print
- ☞ Responsible for developing and monitoring materials development, scheduling in multiple languages and grades
- ☞ Provide regular reporting to the Head of Literacy
- ☞ Provide editorial and publishing support to content team
- ☞ Recruit and manage editorial and production freelancers
- ☞ Develop and manage budgets
- ☞ Meet strict deadlines, within budget

Knowledge and Experience:

- ☞ Experience in traffic management and understanding publishing in the Language Education sector (Must have)
- ☞ Attention to detail and constructive collaborator
- ☞ Strategic planner and supportive manager
- ☞ Bold decision maker
- ☞ Considerable experience in budgeting/financial procedures
- ☞ Proven ability to provide technical support and guidance to a diverse team
- ☞ Highly computer literate - familiar with Slack, Google, Microsoft, Adobe, Project Management Software
- ☞ Some experience or interest with learning and UX design

Qualifications/Other Requirements:

- ☞ African home language (preferable)
- ☞ Relevant degree in Publishing and/ or Language education
- ☞ Minimum 3 years' experience in educational publishing
- ☞ Experience in educational publishing in multiple languages will be added advantage
- ☞ Some teaching experience will be a bonus

Key attributes:

- ☞ An interest in and alignment to Funda Wanda's vision and values
- ☞ Be extremely organised
- ☞ Committed to improving processes and systems
- ☞ Works well under pressure and with changing deliverables
- ☞ Tolerate ambiguity and change in a rapidly growing organisation
- ☞ Confident, proactive, self-reliant, and performance-orientated
- ☞ Great team player
- ☞ High degree of emotional intelligence
- ☞ Excellent written, verbal, and interpersonal skills
- ☞ Disciplined administrative skills

Contract

One Year with the possibility of renewal

Deadline for applications

30th July 2021

Applications

To apply for this position please follow this link:

<https://fundawande.bamboohr.com/jobs/view.php?id=17>

Please note, If you are shortlisted for the position we will be in communication with you by the 6th August 2021. If you do not hear from us by then, please note that your application has been unsuccessful for this position.

