



**SOUTH AFRICAN  
BOOK DEVELOPMENT  
COUNCIL**

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**INVITATION TO SUBMIT AN APPLICATION FOR THE POSITION OF  
PROJECT COORDINATOR**

The SABDC is the sector representative body for the South African book industry. It aims to increase access to books through a diverse range of strategies.

The work of the SABDC firmly declares the values and principles required for change and transformation in the South African book industry. Its success has far-reaching positive consequences for the country.

As such, the SABDC is a leading-edge organisation that is working in new and pioneering ways to overcome the most challenging barriers faced by the South African book publishing sector. We therefore require skilled, innovative and leading-edge staff to facilitate and deliver our ambitious vision.

The opportunity below seeks a skilled individual with the necessary drive and passion to fulfil the demands made by this ambitious vision.

**JOB PROFILE  
PROJECT COORDINATOR  
2017**

**CLOSING DATE: 24 NOVEMBER 16:00**

Please send detailed CV to [raynia@sabookcouncil.co.za](mailto:raynia@sabookcouncil.co.za).

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**POSITION**

Project Coordinator

**REPORTING TO**

CEO – SOUTH AFRICAN BOOK DEVELOPMENT COUNCIL

## **MAIN PURPOSE OF THE JOB**

- Assist in the implementation of projects of the South African Book Development Council

## **KEY RESULT AREAS**

1. Assist in the conceptualization of book development projects
2. Draft and submit project implementation plans
3. Implement projects
4. Attend project meetings and take minutes
5. Report on project implementation based on project plans
6. Basic research to inform project plans

## **COMPETENCIES**

### **CORE SKILLS AND COMPETENCIES**

- Excellent written and verbal communication skills
- Excellent organization and planning skills
- High integrity
- Ability to follow instruction
- Team player
- Ability to work with diverse players
- Excellent work ethic
- Self-driven
- Attentive to detail
- Very good time management

### **TECHNICAL COMPETENCIES**

- An appropriate Bachelors Degree in publishing or similar
- A minimum of 5 years project implementation experience in development or business setting
- Basic understanding of the development sector in South Africa
- Knowledge of the Cultural or Book sector
- Computer proficiency essential → Word, PowerPoint, Excel, Data management skills

KEY RESULT AREA	KEY ACTIVITIES AND OUTPUTS	PERFORMANCE MEASURES AND TIMEFRAMES
<b>1. Project Implementation</b>	1.1 Assist in the conceptualization of projects as required through SABDC Strategic Plans 1.2 Develop implementation plans 1.3 implement projects based on operational plans and agreed upon tasks 1.2 Attend project meetings and take minutes 1.3 Draft task lists, distribute and follow-up 1.4 Ensure logistics for all project meetings 1.5 Create and establish records on stakeholders, service providers and employment 1.6 Adhere to budgets and monitor funds being spent 1.7 Identify opportunities, partners, etc. for projects 1.8 Compile project reports and feedback on project status; 1.9 Compile a closing report which covers: - <ul style="list-style-type: none"> <li>• Actual funding and budget</li> <li>• Successes and achievements of the Projects</li> <li>• “Set backs” or failures of the Project</li> <li>• Recommendation for further implementation or not.</li> </ul>	<ul style="list-style-type: none"> <li>• Project plan</li> <li>• Approved Budget</li> <li>• Committees set up</li> <li>• No. of meetings held</li> <li>• Tasks implemented</li> <li>• Accurate record of all roleplayers</li> <li>• Reliable and efficient tracking of project progress</li> <li>• Quality and regular reporting on project progress</li> <li>• Monitoring of compliance to financial procedures and special clauses and conditions.</li> </ul>
<b>2. Monitor project plans</b>	2.1 Develop implementation schedule for each project 2.2 Adhere to deadlines and timeframes for projects 2.4 Organise and arrange the activities for implementation 2.5 Approval of schedule plans from CEO	<ul style="list-style-type: none"> <li>• Schedules developed</li> <li>• Timelines met</li> <li>• All activities implemented</li> </ul>
<b>3. Event Logistics</b>	3.1. Manage event logistics for NBW, SABF and as required.	<ul style="list-style-type: none"> <li>• Event and logistics plan</li> <li>• Timeline met</li> <li>• All logistics implemented</li> </ul>
<b>4. Research – basic topic, sector, project</b>	6.1 Collect relevant research, read, understand and make recommendations for project conceptualization and implementation 6.2 Liaise with CEO and other programme areas to understand research needs; assess whether research needs can be met; 6.3 Utilise research data for effective project implementation	<ul style="list-style-type: none"> <li>• Research – meaningful, relevant and applicable</li> <li>• Indicators identified and tracked</li> <li>• Application of research in the successful</li> </ul>

	<p>6.4 Assist in compiling a summary overview of research results for distribution and utilisation within the SABDC and by others within the Sector;</p> <p>6.6 Collate research conducted in the sector and by the SABDC and compile a library of data for use by others within the sector.</p>	implementation of projects
<b>5. Reporting</b>	<p>7.1 Compile and submit reports as follows:</p> <ul style="list-style-type: none"> <li>▪ Site visit and project meeting reports,</li> <li>▪ Project progress reports,</li> <li>▪ Formal reports to CEO for Board and Council meetings,</li> <li>▪ Expenditure reports</li> </ul>	<ul style="list-style-type: none"> <li>• Reports submitted – on time</li> <li>• Reports – accurate/ good quality narrative well thought through and logical</li> </ul>