

Position Description: Southern Africa Coordinator for the African Storybook Initiative

1. Summary

Title	Southern Africa Coordinator for the African Storybook initiative
Assumption of duties	Negotiable - as soon as possible
Time Fraction	Full or major time contract position until December 2021, with the possibility of extension, funding permitting
Reporting to	Project Leader
Location	At Saide offices in Braamfontein Johannesburg

2. Background on Saide

Saide, the South African Institute for Distance Education, is an innovative organization that promotes and advises on the use of open learning approaches, quality distance education strategies and the use of technology to help transform education and training in South Africa and the African region. We work closely with government departments, education institutions and development organizations to increase effective learning opportunities for people throughout their lives. *Saide* was established in 1992 as a Trust. The African Storybook Initiative is one of a number of different *Saide* projects.

3. Primary Purpose of this Position

The goal of the African Storybook initiative is to support early literacy development through creating and stimulating the use of a digital library and of openly licensed local language stories for the first few years of reading. The site at www.africanstorybook.org provides open access to picture storybooks in the languages of Africa for children's literacy, enjoyment and imagination.

The primary purpose of this position is to mobilize and support government and NGO partners, teachers, teacher educators and librarians to contribute to and use the African Storybook website, applications and storybooks with children.

4. Requirements

Key skills and attributes

- Partnership development and networking ability
- Excellent English communication and report writing skills
- Proficiency in one or more indigenous languages of Southern Africa
- Strong work ethic, professionalism, and attention to detail

Additional requirements

- South African citizenship or permission to work in South Africa
- A relevant Honours or Masters qualification
- Willingness to travel in the region.

5. Key Performance Areas

5.1 Take responsibility for developing and implementing projects and agreements with key partners in Southern Africa

This will involve:

- a. Finding appropriate partners;
- b. Designing and securing projects and working agreements;
- c. Keeping partners motivated and supported to contribute to and use the website and storybooks;
- d. Connecting different partners with each other and with national processes.

The incumbent will also:

- a. Manage the African Storybook email daily, following up Southern African partners or potential partners, and routing communications from elsewhere for the attention of the relevant Saide staff;
- b. Manage and develop the social media presence of the African Storybook initiative adhering to Saide's social media policy;
- c. Represent the African Storybook initiative at relevant conferences and fora in Southern Africa;
- d. Prepare reports, lessons of experience, and stories of use emerging from these partnerships.

5.2 Contribute to sourcing, development and/or translation of storybooks in Southern African languages, for example by

- a. Planning, managing and facilitating story development and translation workshops;
- b. Contributing to the process of finalizing for publication storybooks generated at these workshops.

5.3 Project management and contribution to strategic planning

- a. Manage / coordinate project tasks on a day-to-day basis;
- b. Contribute to monthly progress reports as well as reports to the funder, as required;
- c. Participate actively in reflection and planning meetings and contribute to strategic planning.