



Managing Director

Little Zebra Books is a Christian non-profit organisation that exists to help African children grow in their love for reading and love for the Lord. Since our beginning in 2013, we have distributed more than 1.3 million books in more than 30 languages. In addition, we share all our books free of charge online where they are being translated and used across Africa. Our Masifunde Sidlala (Let's Read and Have Fun) programme shares books on a monthly basis with organisations that serve Xhosa-speaking children.

Little Zebra Books is growing and we are excited about the future. For that reason, we are seeking a passionate and talented individual to lead our team as managing director.

Title	Managing Director
Reporting to	Executive Director
Location	Cape Town
Duration	Full time from 1 October 2024
Days worked	Monday - Friday
Hours worked	40 hrs per week

The ideal candidate brings practical experience and a deep Christian faith to the task of guiding Little Zebra Books to new heights. The candidate must be detail-oriented and highly organised. A background in publishing, education, or non-profit work is a plus. Excellent written communication in English is essential, and familiarity with one or more South African languages and/or Portuguese is advantageous.

About the vacancy

Little Zebra Books offers this position for a person to join our passionate team as a Managing Director on a full-time basis. This person will work closely with and report to the Executive Director. The Managing Director will be responsible for developing the Little Zebra Books staff and volunteer team.

Since 2016, Little Zebra Books has had its office in Muizenberg, South Africa. From this base, we work with local printers to produce local language books which we ship primarily within Mozambique and South Africa. Our team is small and dedicated. At this time, we employ three part-time staff, three part-time international volunteers, and two hourly contractors.

The person in this role will be responsible for organisation-wide operations, including financial management, oversight of staff and office management, HR policies, compliance, and production support. This is a senior position, and the candidate fulfilling this role will contribute to organisational strategy development, implementation, and monitoring and evaluation with a focus on operational and finance opportunities and risks.

Roles and Responsibilities:

General Management

- Manage and improve existing systems to ensure effective and efficient overall operations management
- Supervise staff, day to day operations, and purchasing
- Create and update operational Policies and Procedures as needed
- Maintain fixed asset register and manage equipment updates
- Manage Google Suite administration for the organisation, including backups, passwords and permissions, and general troubleshooting



Human Resources

- Manage and improve HR policies and procedures for the organisation
- Oversee HR contracts and records, benefits, leave schedules, time off, advances and other employee issues and requests
- Supervise performance appraisals for all staff twice yearly

Production management

- Manage and improve systems for book production and fulfilment
- Establish and maintain relationships with key printing and logistics service providers to ensure smooth production
- Create customer quotations and invoices, ensuring accuracy with regard to cost of sales
- Oversee shipping process
- Maintain shipping log, inventory, and printing database
- Explore new marketing and sales opportunities

Financial management and compliance

- Create and manage budgets for general administration, office, human resources, and production
- Assist in preparation of annual organisational budget
- Maintain statutory compliance for the Org including: DSD, SARS, COIDA, PAYE, POPI, and provide staff training as needed
- Manage and ensure proper use of designated funds
- Oversight of all organisational accounts



Qualifications and Requirements

Relevant Bachelor's degree or equivalent qualification in Finance, Administration, HR, etc.

At least 5 years overall management and leadership experience

In-depth knowledge and experience in developing and implementing organisational change and practices

Knowledge of financial and grant management systems

Budget preparation and reporting experience

Skills, Abilities and Competencies

Strong management, administrative and organisational abilities

Proficiency within the Google Workspace—Drive, Sheets, Docs

Ability to demonstrate initiative, be flexible, meet deadlines and work independently without supervision

Strong strategic thinking and planning skills

Proven ability to work with virtual teams

Excellent written and verbal communications skills in English

How to Apply:

Submit your CV and a supporting statement outlining your suitability for the role to:

Semantha Meyers
Sam@littlezebrabooks.com

Closing date for applications: 12 August 2024

