

JOB TITLE: ABALOBI Hub Development Coordinator

TEAM: Ulwazi

LOCATION: Cape Town (with regular travel to coastal communities across South Africa)

ABOUT ABALOBI

ABALOBI (meaning 'traditional fisher' in the isiXhosa language) is a hybrid social enterprise based in South Africa but with a global reach. We work with small-scale fishers using Information and Communication Technologies (ICTs) and capacity building to foster more sustainable fisheries management and the realisation of thriving coastal fishing communities. We address inequality, the general lack of fisheries data, safety at sea concerns, and limited market access within small-scale fisheries through our unique 'Tech & Touch' approach. Based in Cape Town, South Africa, we operate projects in South Africa and beyond.

Our approach to community development and upliftment is expressed through the ABALOBI Theory of Change, based on the hypothesis that sustainable development can only take place through fisheries change pathways that integrate ecological, social and economic concerns. Enabling small-scale fishers to record their own catches and visualise their data collectively, coupled with capacity building, the development of a fully traceable, storied seafood offering, and consistent market access, will empower them to engage in the market from a more equitable position. In turn, this will increase the value of their livelihoods and ultimately catalyse fishers' engagement in adaptive fisheries management and promote thriving, sustainable and equitable small-scale fishing communities.

THE ROLE

With this advertisement, we invite suitable candidates to apply for the position of **ABALOBI Hub Development Coordinator**. The primary goal of this position is to plan, coordinate, and implement the establishment of ABALOBI hubs across targeted coastal regions of South Africa, in line with project deliverables. This includes the full deployment lifecycle — from initial site identification through to commissioning and regulatory certification — ensuring that each hub is fully operational and compliant before handover to operational teams.

Each hub is a container-based (or mobile) facility equipped with cold chain infrastructure, digital systems, and basic utilities, designed to support traceable seafood handling, cooperative development, and small-scale fisher onboarding. The Hub Development Coordinator will drive a structured, multi-stage deployment process at each site, working across technical, community, and regulatory dimensions simultaneously.

This position will report to the **ABALOBI Head of Programme Ulwazi**.

SCOPE OF WORK

The scope of work for this position may include, but is not limited to, the following activities:

1. Site Identification & Land Access

- Conduct site scoping across coastal areas, evaluating fisher density, community interest, co-operative status, species profiles, socio-economic conditions, and logistics feasibility within the wider ABALOBI framework.

- Undertake site visits and structured engagement with community stakeholders to assess suitability, and identify landowners willing to enter into a lease or access agreement.
- Compile site scoping reports with findings and recommendations to inform internal prioritisation and decision-making.

2. Regulatory Consultations & Pre-Approvals

- Engage municipal departments (town planning, building control, environmental health) to assess site compliance with applicable zoning, safety, and health regulations.
- Obtain informal pre-approval or written feedback from relevant authorities prior to committing to formal planning applications or infrastructure investment.

3. Site Pre-Assessment & Cost Estimation

- Evaluate the physical and operational suitability of each site, including available space, road access, proximity to landing sites, and utility availability (water, power, drainage).
- Generate cost estimates for container infrastructure and associated services per site, informed by supplier quotations and council input, and present findings for internal review.

4. Landlord Agreements & Internal Approvals

- Finalise legal agreements with landowners (lease or MOU), ensuring adequate tenure security for the project period.
- Prepare and present site approval submissions to the ABALOB Executive Committee prior to signing agreements or committing to infrastructure investment.

5. Architectural Planning & Municipal Submission

- Develop or commission technical site layout drawings and container specifications, and submit to municipal building control for formal review and approval.
- Manage the approval process through to sign-off, maintaining clear records of all submissions, correspondence, and outstanding requirements.

6. Procurement & Container Build

- Identify and procure container fabricators and suppliers for cold chain infrastructure, and contract qualified contractors to manufacture and kit out modular containers in accordance with approved specifications.
- Manage the build process against agreed timelines and budgets, escalating any deviations promptly.

7. Site Preparation & Installation Oversight

- Oversee contractor-led site preparation and installation activities, including foundation works, utility connections, container placement, and any site-specific modifications.
- Conduct regular site inspections during preparation and installation phases to ensure quality, safety, and progress against plan.

8. Commissioning & Certification

- Oversee utility connections, equipment testing, and internal quality checks to confirm each hub is fully operational prior to handover.
- Obtain all required regulatory certifications including Certificates of Compliance (CoCs), Occupancy Certificate (where applicable), Certificate of Acceptability (Health Department), NRCS exemption, and Food Processing Establishment registration from DFFE where required.
- Compile a commissioning and handover report for each completed hub, confirming full operational and regulatory readiness.

9. Operational Handover & Staff Training

- Support the development of practical operational guidelines and standard operating procedures (SOPs) for each hub, covering day-to-day fish handling, cold chain management, equipment use, cleaning protocols, and basic record-keeping.
- Coordinate and assist with the training of hub operations personnel — including co-operative members and any on-site staff — to ensure they are equipped to run each facility effectively and safely from the outset.
- Work closely with relevant ABALOBI team members to ensure that training on digital systems and traceability tools is integrated into the handover process.
- Conduct a structured handover for each site, confirming that operations personnel are confident and competent before the Hub Development Coordinator formally transitions responsibility to the operations team.

Ad-hoc & Organisational

- Ad-hoc tasks related to ABALOBI operations and project work, which may include tasks relating to ABALOBI's broader work as well as a range of organisational and administrative responsibilities.
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KEY ORGANISATIONAL OBJECTIVES & KEY RESULTS

The scope of work for this position will contribute towards achieving the following key organisational objectives and results:

- Expansion of the ABALOBI hub network across targeted coastal regions of South Africa, on schedule and within budget.
 - Establishment of fully certified, operational hubs that meet all relevant municipal, food safety, and regulatory compliance requirements.
 - Strengthened relationships with coastal fishing communities and co-operatives through transparent, community-centred site development processes.
 - Delivery of cold chain and digital infrastructure that enables traceable seafood handling and supports ABALOBI Marketplace growth.
 - Robust documentation and reporting across all hub deployment phases, enabling organisational learning and replication at scale.
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DESIRED QUALIFICATIONS & SKILLS

- A relevant tertiary qualification in project management, construction management, civil engineering, built environment, or a related technical field is advantageous; equivalent professional experience will be considered.
- Minimum 3-5 years of experience in project coordination, operations management, or community development, preferably in the fisheries, agriculture, or food systems sector.
- Demonstrable experience in infrastructure or facilities development projects, ideally involving modular or container-based construction, cold chain equipment, or public-sector approval processes.
- Proven ability to manage contractors, suppliers, and multiple concurrent workstreams against defined timelines and budgets.

- Experience engaging with municipal and regulatory stakeholders, including building control, environmental health, and town planning departments.
 - Ability to communicate and collaborate effectively with small-scale fishing communities; proficiency in Afrikaans or isiXhosa is a significant advantage, as these are the primary languages of many of the communities ABALOBI works with.
 - Comfortable working with digital tools and platforms, including proficiency in MS Office Suite or Google Workspace; an aptitude for technology is important given ABALOBI's digital traceability focus.
 - Valid South African driver's licence and willingness to travel regularly to rural and coastal areas, including on weekends when operationally required.
 - Ability to work independently, collaboratively, and to successfully manage multiple priorities simultaneously.
 - Analytical and problem-solving skills with a strong attention to detail and a thorough, methodical approach to work.
 - A resilient team player who is adaptable and able to perform consistently in high-pressure, fast-moving environments.
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CONTRACT TERMS & REMUNERATION

- Fixed-term contract of 1 year, with the possibility of renewal subject to performance and project funding.
 - Full-time role with a monthly salary of R30,000 – R40,000, commensurate with experience. .
 - This is a hybrid position. ABALOBI has offices in Muizenberg, and while flexible working arrangements are supported, candidates are encouraged to make use of the office. Some in-office attendance will be required from time to time. .
 - Regular travel to coastal communities and project sites across South Africa is an inherent requirement of this role.
 - The position is based in Cape Town and will start as soon as possible.
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HOW TO APPLY

To apply, please follow this link:

<https://airtable.com/appkfraMqmqRfBPdQ/shrCYqSpVw8K4DDpO>

Applications close on Friday 17 July, 2026.
