



1 May 2022

RECRUITMENT: SOUTH AFRICAN MARKETPLACE OPERATIONS & ADMIN ASSISTANT

Based in Cape Town, an opportunity is presented to join an innovative and disruptive social enterprise driving impact and change. With your passion for accuracy and your slick administration skills, join a fast-paced and progressive team seeking continuous improvement and growth ...

Position Title: South African Marketplace Operations & Admin Assistant

Team: ABALOB MARKETPLACE team in South Africa

Location: Cape Town

ABALOB and our approach

ABALOB (meaning 'traditional fisher' in the South African isiXhosa language) (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 the Seychelles, and with partners, in numerous other sites internationally.

Our approach to community development and upliftment is expressed through the **ABALOB** 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.

In South Africa, and since December 2017, **ABALOB** has been building and running the **ABALOB MARKETPLACE**. The **ABALOB MARKETPLACE** connects small-scale fishers to buyers, facilitating the sale of fresh catch, and is a fundamental platform in our **ABALOB Fish With A Story** movement. Using the **MARKETPLACE** app, registered buyers can purchase fresh, traceable seafood and

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post-harvest products offered by approved fishers. This digital marketplace essentially offers a 'Catch of the Day' function, where buyers order what the fishers have brought in that day. We run most of the logistics and cold chain operations. Our traceability system is key to the success of our programmes and ensures that all stakeholders can readily track any seafood or associated products moving through the **ABALOB MARKETPLACE** at any point. The **ABALOB** traceability system is implemented through an integration of associated applications that effectively track a product from the landing site (and in some instances at-sea catch locations) to the final consumer.

With this ad, we invite suitable candidates to apply for the position of '**South African Marketplace Operations & Admin Assistant**'.

For more information on the broader **ABALOB** programme of work: www.abalobi.org

Key duties:

- Provide the technical leadership on all **ABALOB** products, ensuring the development of high-quality products, thereby unlocking value through technology
- Maintain, audit and report on SA **ABALOB MARKETPLACE** operational processes and systems.
- Data capture, audit and maintenance of tracking spreadsheets and schedules.
- Operations and administration platforms: internal audit, analysis, maintenance and reporting.
- Work alongside the Central SA **ABALOB MARKETPLACE** Operations team in order to;
- Manage and coordinate Catch of the Day (COTD) operations for leave relief and on a rotational weekend roster system and/or when required.
- Monitor and track systems output as a mechanism to inform continuous improvement interventions.
- Promote and drive a culture of continuous improvement within the SA **ABALOB MARKETPLACE**.
- Coordinate with other SA **ABALOB MARKETPLACE** team members to ensure service standards are being met and operational protocols adhered to.
- Engage effectively with the broader **ABALOB** team on operational and strategic issues where input is required.
- Attend and provide input in the organisational meeting and reporting cycle.
- Ad-hoc tasks that are related to **ABALOB** operations and project work, this may include tasks relating to **ABALOB**'s work as well as a range of organisational administrative tasks.

Key requirements (including minimum qualifications & experience):

- 2-5 years of work experience preferably in logistics, supply chain management, business development/administration.
- A tertiary qualification linked to above fields would be preferable.
- Excellent communication, interpersonal, presentation, and organisational skills.
- An aptitude for working with tech platforms/systems and data analysis.
- Proficiency in G-suite (now Google Workspace) applications. Specific competence in Google Sheets required.
- Personal integrity.
- Ability to work independently, collaboratively, and to successfully manage multiple priorities.

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- Analytical and problem-solving skills with a strong attention to detail and accuracy of output.
- A valid South African driver's license.
- Own vehicle.

Contract terms and remuneration

- Fixed term contract with possibility for renewal
- 12 months with a 3-month probationary period
- 45-hour work week with rotational weekend duty
- The position will start as soon as possible.

Application process

To apply, please follow this link: <https://airtable.com/shr5GiFSbK5NW5YUI>

DEADLINE: Applications close on 22 May 2022.