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| **A: POST DETAILS** |
| **1. JOB TITLE** | Admin Officer : Sensitive Records |
| **2. INCUMBENT/EMPLOYEE** |  | **3. SALARY LEVEL** |  |
| **4. CORE** *(for office use)* | Communication and Information Related Personnel |
| **5. BRANCH** | Heritage, Promotion and Preservation |
| **6. CHIEF DIRECTORATE** | National Archives and Library Promotion and Coordination |
| **7. DIRECTORATE** | National Archives |
| **8. SUB-DIRECTORATE/ DIVISION** | National Archives Repository (Sensitive Records) |
| **9. LOCATION / CENTRE** | Pretoria | **10. DATE COMPILED/ REVIEWED** | May 2023 |
| **11. POST REPORT TO** | Assistant Director: Sensitive Records |
| **B: JOB DETAILS** |
| **1. PURPOSE OF THE JOB:** To coordinate, preserve, maintain and arrange sensitive Public Records and to make them accessible for research according to the requirements of the National Archives and Records Service of SA Act. |

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| 1. **MAIN FUNCTIONS OF THE JOB** *(must be in priority order and not exceed six)*
 | **Percentage of time** **spent** 100% |
| **Key Result Areas** | **Key Activities** |
| **1. G**eneral Administrative Support | * Printing and updating PAIA register file.
* Drafting correspondences to organisations
* Typing registers according to the MISS of all sensitive records which leaves the premises.
* Assist in setting up arranging visits.
* Generating of Invoices
 | 30 %  |
| 2. Assist in the Sensitive Reading Room | * Assist Researchers
* Assist with photocopies.
* Shredding
 | 20 % |
| **3.** Capturing verification and checking of source documents | * Add archival description in AtoM by capturing, verifying, and checking of source documents.
* Add authority records in AtoM by capturing, verifying, and checking source documents.
* Verify and check accuracy of archival descriptions already in AtoM.
* Sorting, numbering, verification of the records
 | 25 %  |
| 4. Arrangement and Sorting | * Labelling and boxing of records
* Compiling electronic inventory list.
* Keeping strong room register up to date.
* Moving of boxes
 | 25 % |

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| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * Grade 12 with added advantage of computer literacy
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| **Additional Requirements** |  |
| **Experience** |  |

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| 1. **COMPETENCY REQUIREMENTS** *(Knowledge and proficiencies required in the execution of the key responsibilities of the job)*
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| **Competencies/Skills/Knowledge** | **Personal Attributes** *(e.g. ability to work as a team)* |
| * Planning; Monitoring; Reporting Principles and Practices skills
* Computer skills
 | * Personal Motivation
* Ability to Plan Properly
* Ability to work as a team.
* Responsibility
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| **5. CAREER PATH** *(Requirements for promotion)* |
| * No automatic promotion. Apply for the advertised position.
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| **C. CUSTOMERS / STAKEHOLDERS** |
| **Internal** *(e.g. Colleagues, Senior Managers, etc.)* | **External** *(e.g. other Departments, Service Providers, etc.)* |
| Colleagues | Other Departments |
| Other Sections | NARSSA Visitors |
| Senior Managers | Interns/trainees |
|  | Contractors |
|  | Researchers |

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| *(Reporting Relationships)* e.g. This Job (Admin Officer will report directly to Assistant Director) |

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| **D: PERFORMANCE AGREEMENT** |
| The performance agreement of the incumbent, which contains a workplan and specific targets, should be read as an extention of this job description |

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| E: ALTERATIONS |
| In terms of the provisions of Chapter 4 Part 1, 39 (2) of the Public Service Regulations 2016 as amended, at least once every 60 calendar months (5 years), an executing authority or his/her nominee shall review job descriptions and titles and, where necessary, redefine them to ensure that they remain appropriate and accurate. However, as soon as significant changes (i.e. where new or additional responsibilities are added to the job, shed off etc, this does not relate to the volume of work in anyway) to the job content have been effected and after due consultation with the relevant HR component and the post holder, the job description may be reviewed. |

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| F: JOB DESCRIPTION AGREEMENT |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2022/\_\_\_/\_\_\_**\_**Job Incumbent Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022/\_\_\_/\_\_\_**Line Manager/Supervisor Date** |