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| JOB DESCRIPTION |
| **A: POST DETAILS** |
| **1. JOB TITLE** | Archivist Arrangement & Description  |
| **2. INCUMBENT/EMPLOYEE** |  | **3. SALARY LEVEL** | 7 |
| **4. CORE** *(for office use)* |  |
| **5. BRANCH** | Heritage Promotion and Preservation |
| **6. CHIEF DIRECTORATE** | National Archives, Records Service and Libraries  |
| **7. DIRECTORATE** | National Archives and Records Service |
| **8. SUB-DIRECTORATE/ DIVISION** | National Archives Repository |
| **9. LOCATION / CENTRE** | Pretoria | **10. DATE COMPILED/ REVIEWED** |  |
| **11. POST REPORT TO** |   |
| **B: JOB DETAILS** |
| **1. PURPOSE OF THE JOB** *(overall responsibility/why the job exists in a sentence or two)*To preserve, maintain and arrange Public and Non-Public Records and to make them accessible for research according to the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended).To prepare records for Digitisation  |

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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. Arrangement and Sorting** | * Sorting and arranging of records
* Research administrative outline
* Boxing of records and labeling boxes
* Listing of records
* Removal of staples, changing of file covers
* Stencilling the boxes
* Creating structure for a collection
* Sorting, numbering, verification of the sequence
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| **2. Capturing, verification and checking up on AtoM** | * Add archival description on AtoM by capturing, verifying and checking of source documents;
* Add authority record in AtoM by capturing, verifying and checking of source documents;
* Verifying and check archival description already in AtoM for accuracy
* Publish archival descriptions to the National Database for use on the NARSSA website
* Tie digital object to archival description
* Publish authority records to the National Database for use on the NARSSA website
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| 1. **Data clean-up on AtoM**
 | * Edit authority records on AtoM by capturing, verifying and checking of source documents
* Verify and check authority records edited as part of the data clean-up for correctness
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| **4 Assist in the Reading Room**  | * Research registers
* Telephone registers
* Payment recording
* Assist researchers
* Shelving and retrieving
* Attending to telephone and email enquiries.
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| **5.**  |  |  |

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| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * A recognised three-year Bachelor’s degree or equivalent qualification with an appropriate major subject, such as History or Archival Studies
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| **Additional Requirements** | * A relevant post-graduate qualification, such as Archival Studies, would be a recommendation
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| **Experience** | * 6-12 months experience in an archival institution
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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)* |
| * Professional Qualities
* Personal Qualities
 | * Specialist Knowledge
* Problem Solving &Analysis
* Oral Communication
* Written Communication
* Interpersonal Sensitivity
* Flexibility
* Resilience
* Personal Motivation
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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.)* |
| **Supervisors** | **Public** |
| **Colleagues** | **Researchers** |
|  | **Students** |
|  | **Other departments** |
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| *(Reporting Relationships)* e.g. DD /NAR  **ASD/Client Services** |

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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 1 Part III. I of the Public Service Regulations 2001 as amended, at least once every three 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 postholder, the job description may be reviewed. |

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| F: JOB DESCRIPTION AGREEMENT |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2020/\_\_\_/\_\_\_**\_**Job Incumbent Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2020/\_\_\_/\_\_\_**Line Manager/Supervisor Date** |