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| **A: POST DETAILS** |
| **1. JOB TITLE** | Assistant Archivist strong room register  |
| **2. INCUMBENT/EMPLOYEE** |  | **3. SALARY LEVEL** | 4 |
| **4. CORE** *(for office use)* |  |
| **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  |
| **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 and manage the strong room registers for clear and easy retrieval  |

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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. Retrieving the right archival record, from the correct strongroom** | * Shelving of records back in the correct Strongroom after use
* Retrieving the right archival record, from the correct strongroom
 | 10% |
| **2. Updating indexes in the Reading room**  | * Arranging indexes according to the strong rooms
* Writing accurate source code and file description
 | 30% |
| 1. **Creating and updating of the Strong room register**
 | * To organize records keeping, ensuring easy retrieval and accessibility of records.
 | 30% |
| **4. Update/Create inventories for cartographic records** | * Clean up the strong room
* Move material around to create space for new records.
 | 30% |
| **5.**  |  |  |

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| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * Grade 12
 |
| **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)* |
| * Computer literacy on Microsoft Word ,Microsoft outlook,
* Customer care skills
 | * Interpersonal Sensitivity
* Flexibility
* Basic records management skills
* Ability to work as a team
* Good communication skills
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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 | Researchers |
| Others Sections | NARSSA Visitors |
| Senior Managers | Interns/trainees |
|  | Contractors |
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| This incumbent ( Assistant Archivist) will report to a Senior Archivist |

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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** |