**JOB SPECIFICATION**

**AUDIO-VISUAL ASSISTANT: LEGAL DEPOSIT**

The National Archives and Records Service of South Africa (NARSSA) is looking for youth with a qualification in Library and Information Studies with film and video for a period of 8 Months. The incumbents will be required to perform the following duties:

**Research and cataloguing of Audio visual Material**

Cataloguing of Audio-visual collection, creating inventory of received material and research of published audio-visual material. They will also be required to research on audio visual museum collection. This will require physical handling of all collection including moving collection to and from vaults/storage areas.

**Screaming of all Audio-visual collection.**

Cataloguing of collection

**Care and Control of Vaults**

To ensure that all storage rooms (Vaults) are well managed and collections are correctly packaged. To ensure that all storage recommendations are met.

**Report on Progress to Supervisor**

All progress should be made known to the supervisor and the reports should be sent via email upon discussion of the progress.