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| JOB DESCRIPTION |
| **A: POST DETAILS** |
| **1. JOB TITLE** | Audio Visual Archives Assistant: Sound Preservation  | **2. CORE CODE** |  |
| **3. INCUMBENT** | Vacant |
| **4. POST LEVEL** |  | **5. SALARY LEVEL** |  |
| **6. BRANCH** | Heritage, National Archives and Libraries |
| **7. CHIEF DIRECTORATE** | National Archives |
| **8. COMPONENT/ DIVISION** | Directorate: National Films, Video and Sound Archives |
| **9. LOCATION / CENTRE** | Pretoria, National Archives |
| **B: JOB DETAILS** |
| **1. PURPOSE**To ensure proper preservation of sound recordings through technical evaluation, appraisal of all sound formats, and intellectual control through inventories and the NAAIRS database including preparation for digitisation |
| **2. KEY RESULTS*** Evaluation of all sound formats for production of technical records and preparation for digitisation
* Do appraisal and accessioning of all sound formats
* Care, repair and restoration of analogue and digital sound recordings
* Quality control of duplications and returned material
* Arrange for delivery and return of all sound material to the laboratories
* Operation of different types of equipment to access material
* Maintenance of Vaults and Storerooms
* Select material from donations for preservation
* Sorting, marking off, written acknowledgement, attending and storing of sound recordings received.
* Providing source codes to new material groups.
* Assist with compiling a list of the contents of each sound vault
* Checking accuracy of lists
* The describing and indexing of information regarding the selected records for digitisation
* Keeping and updating of a register of the movement of records
* Sorting, arrangement, description and storing of analogue and digital records
* Stocktaking , numbering, stamping, indexing and cataloguing of new and backlogged items
* Preservation measures re collections
* Supply information on the collections for the website and digital asset management systems
* Compile reports weekly, monthly and annually on all aspects of the collection and preservation thereof
* Identify hiatuses in the collection
* Source and operate relevant equipment for the long term preservation of the material
* Select material for digitization programmes
* Do digital restoration of recordings for preservation in Mass Digital Asset Management Systems
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| **3. FORMAL QUALIFICATIONS****Formal*** 3 year Degree/ National Diploma in Sound or Audio Engineering or ICT or equivalent qualification with a working knowledge of sound and related audio-visual formats

**Experience*** Relevant experience preferable in digital sound restoration, general historical events pertaining to South Africa and a working knowledge on South African Music and recording history.
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| **4. COMPETENCIES *(Please ✓ 8-10 most critical competencies)*** |
| **Area** | **Competency** | **✓** | **Definition** |
| **Managerial Qualities** | Leadership |  | Motivates and empowers others to reach organisational goals. |
| Planning & Organising  |  | Organises and schedules events, activities and resources. Sets up and monitors time scales and plans. |
| Quality Orientation | **✓** | Shows awareness of goals and standards. Follows through to ensure that quality and productivity. |
| Persuasiveness |  | Influences, convinces or impresses others in a way that results in acceptance, agreement or behaviour change. |
| **Professional Qualities** | Specialist Knowledge | **✓** | Understands technical or professional aspects of work and continually maintains technical knowledge. |
| Problem Solving & Analysis | **✓** | Analysis issues and breaks them down into their component parts. Makes systematic and rational judgements based on relevant information. |
| Oral Communication | **✓** | Speaks clearly, fluently and in a compelling manner to both individuals & groups. |
| Written Communication | **✓** | Writes in clear and concise manner, using appropriate grammar, style and language for the reader. |
| **Entrepreneurial Qualities** | Commercial Awareness |  | Understands and applies commercial and financial principles. Views issues in terms of costs, profits, markets and added value. |
| Creativity & Innovation | **✓** | Creates new and imaginative approaches to work-related issues. Identifies fresh approaches and shows a willingness to question traditional assumptions. |
| Action Orientation | **✓** | Demonstrates a readiness to make decisions, take the initiative and originate action.  |
| Strategic |  | Demonstrates a broad-based view of issues, events and activities and a perception of their longer-term impact or wider implications. |
| **Personal Qualities** | Interpersonal Sensitivity | **✓** | Interacts with others in a sensitive and effective way. Respects and works well with others.  |
| Flexibility | **✓** | Successfully adapts to changing demands and conditions. |
| Resilience | **✓** | Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control of themselves. |
| Personal Motivation | **✓** | Commits self to work hard towards goals. Shows enthusiasm and career commitment.  |
| **5.KNOWLEDGE OF THE FOLLOWING FUNCTIONAL FIELDS:*** Music industry
* Historical events and South African recording history
* Repair of sound recordings
* Basic preservation rules for sound recordings, etc
* Sound equipment (clean, operate, etc)
* Climatic conditions of storage and vaults
* Different types of formats of sound recordings and recognise them
* Digital restoration of sound recordings
* Databases and cataloguing of audio-visual material
* Digitisation of audio-visual material
* Digitisation workflow processes
* Understanding mass digital asset management systems
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| **6. CAREER PATH (Requirements for promotion)**No automatic promotion. Apply for the advertised position. |

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| (For example) Deputy Director  Assistant Director   **This Job (Senior Audio Visual Archivist)**  |

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| **C: 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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| D: ALTERATIONS |
| The DG or his nominee reserves the right to make changes and alterations to this job description, as he may deem reasonable. |

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| E: JOB DESCRIPTION AGREEMENT |
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KL04: Job description format 2005

4 May, 2013