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| JOB DESCRIPTION |
| **A: POST DETAILS** |
| **1. JOB TITLE** | Conservation Assistant |
| **2. INCUMBENT/EMPLOYEE** |  | **3. SALARY LEVEL** | 5 |
| **4. CORE** *(for office use)* | Communication and Information Related Personnel |
| **5. BRANCH** | Heritage Promotion and Preservation |
| **6. CHIEF DIRECTORATE** | National Archives and Libraries |
| **7. DIRECTORATE** | National Archives |
| **8. SUB-DIRECTORATE/ DIVISION** | Preservation Management Services/ Conservation Laboratory |
| **9. LOCATION / CENTRE** | Pretoria | **10. DATE COMPILED/ REVIEWED** | 21/01/2022 |
| **11. POST REPORT TO** | Archivist: Book Conservation |
| **B: JOB DETAILS** |
| 1. **PURPOSE OF THE JOB** *(overall responsibility/why the job exists in a sentence or two)*

To prepare archival records for digitisation by ensuring that they are repaired properly to allow them to be scanned without damaging them further.  |

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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.** **Condition Assessment of Archival Records** | * Assessing the physical condition of records
* Determine if the records are in a good or bad condition
* Recommend whether the records can be scanned without being repaired first or whether they need to be repaired.
* Make temporary protection such as Mylar Folder for records to enable proper handling during scanning.
 | 30% |
| **2.** **Cleaning of Archival Records** | * Dry cleaning of records using soft brushed to remove loose surface dirt
* Flatten records in preparation for scanning
 | 30% |
| **3.****Mending Torn Archival Records** | * Perform minor repairs to archival records that may be in need of such intervention before scanning
* Unfold folded records and flatten creases
* Remove pins, paper clips, stapples etc.
 | 30% |
| **4.****Collate records after digitisation**  | * Ensure records are in their correct order after digitisation
* Verify records to make sure nothing is missing before records are returned to storage
* Ensure records dispatched back to storage have been signed for
 | 10% |

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| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * Grade 12
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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)* |
| * Computer literacy on Microsoft Word ,Microsoft outlook, Document Imaging
 | * Interpersonal Sensitivity
* Flexibility
* Personal Motivation
* Ability to work as a team
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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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| *(Reporting Relationships)* This Job (Senior Archivist) will report directly to the Deputy Director: Preservation Management 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 |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2022/\_\_\_/\_\_\_**\_**Job Incumbent Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022/\_\_\_/\_\_\_**Line Manager/Supervisor Date** |