**JOB SPECIFICATION**

**PRINCIPAL AUXILIARY OFFICER**

The National Archives and Records Service of South Africa (NARSSA) is looking for unemployed youth to work as Auxiliary officers for a period of 8 Months. The incumbents will be required to perform the following duties:

**Admin and Support**

Assist with filing of documents and registry services

**Messenger**

To transport records from various stations to the other and to also transport colleague to various offices

**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.