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

To manage the storage of all archival material in the National Archives Repository and to participate in the identification of their long term preservation, reduce risks to archival material and to ensure that they are accessible for use.  |

|  |  |
| --- | --- |
| 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.** **Preparing Archival Records for Scanning** | * Removing anything holding individual sheets together, like paper clips or staples,
* Sorting archival records in the correct order.
* Unfolding individual sheets so that content is visible.
 | 30% |
| **2.** **Scanning Archival Records** | * Scanning process includes placing the physical records into a scanner in the right orientation and pressing the right buttons to initiate the scan.
* Setting the scanning parameters for scanning of records,
* Capturing the required information for the records to be scanned.
 | 30% |
| **3.****Check Quality of Scanned Records** | * Checking quality of digital copies
* Ensuring the scanned image is in line with the scanning parameters
* If the image is not good, re-scan to make sure the correct image is acquired.
 | 20% |
| **4.****Compile Scanned Records** | * Compile the scanned records into a logical folder so that they can easily be linked to the original record.
* Capture statistical information for reporting
 | 20% |

|  |
| --- |
| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * Grade 12
 |
| **Additional Requirements** |  |
| **Experience** |  |

|  |
| --- |
| 1. **COMPETENCY REQUIREMENTS** *(Knowledge and proficiencies required in the execution of the key responsibilities of the job)*
 |
| **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
 |

|  |
| --- |
| **5. CAREER PATH** *(Requirements for promotion)* |
| * No automatic promotion. Apply for the advertised position.
 |

|  |
| --- |
| **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 |

|  |
| --- |
| *(Reporting Relationships)* This Job (Senior Archivist) will report directly to the Deputy Director: Preservation Management Services |

|  |
| --- |
| **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 |

|  |
| --- |
| 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. |

|  |
| --- |
| F: JOB DESCRIPTION AGREEMENT |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2020/\_\_\_/\_\_\_**\_**Job Incumbent Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2020/\_\_\_/\_\_\_**Line Manager/Supervisor Date** |