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| JOB DESCRIPTION |
| **A: POST DETAILS** |
| **1. JOB TITLE** | Senior Archivist  |
| **2. INCUMBENT/EMPLOYEE** | Vacant  | **3. SALARY LEVEL** | 7 |
| **4. CORE** *(for office use)* |  |
| **5. BRANCH** | Heritage Preservation and Promotion |
| **6. CHIEF DIRECTORATE** | NARSSA |
| **7. DIRECTORATE** | NARSSA |
| **8. SUB-DIRECTORATE/ DIVISION** | Outreach and Publications |
| **9. LOCATION / CENTRE** | 24 Hamilton Street Arcadia Pretoria | **10. DATE COMPILED/ REVIEWED** |  |
| **11. POST REPORT TO** | ASD/OP  |
| **B: JOB DETAILS** |
| **1. PURPOSE OF THE JOB** *(overall responsibility/why the job exists in a sentence or two)* |

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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** |
| * Implement and coordinate public programming projects.
 | * Organize and implement educational programmes on archives.
* Planning and organizing archives awareness week.

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| * Assist in the research for exhibitions
 | * Research and archival information
* Research archival information for exhibition
* Presentations and exhibit in various institutions
* Mann exhibitions stands and associated presentations internally and externally
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| * Collating of information for publications and internal journals
 | * Understanding of trends in marketing and marketing to be able to produce internally publications and journals
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| * Guided tours within the institutions
 | * Tours through the archival building and related presentations

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| **3. INHERENT JOB REQUIREMENTS** *(List of educational qualifications and experience required for the job)* |
| **Minimum Qualification** | * Bachelor’s degree/National Diploma in Information Management, Communication or Marketing.
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| **Additional Requirements** | * Bachelor’s degree/National Diploma Archival Studies
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| **Experience** | * 3years
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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)* |
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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.)* |
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| *(Reporting Relationships)* e.g. DIRECTOR/DD  (SA/DD**)**  (ASD/0P) |

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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 |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023**/\_\_\_/\_\_\_**\_**Job Incumbent Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023/\_\_\_/\_\_\_**Line Manager/Supervisor Date** |