
The National Film and Video Foundation (NFVF) together with the Department of Sport, Arts and Culture (DSAC), in response to the Presidential stimulus programme, is looking to recruit South African graduates and unemployed youth (aged 35 and younger) to assist with the digitization project for the National Archives and Records Services of South Africa (NARSSA).

The project is expected to start on **1 August 2023 and continue until 31 March 2024**.

The project will be based at the National Archives and Records Service of South Africa in Pretoria.

Applications should be submitted via email to National Film and Video Foundation (NFVF), please include the job reference number in the subject of the email.





All applications must include the following:







- Copy of CV
- Certified copy of ID
- Certified copy of Driver's Licence (Code 10 and PDP where applicable)
- Certified copies of qualifications and certificates

All applications must be submitted to pesp4internship@nfvf.co.za Closing date for all applications is 5 pm on **Monday 19 June 2023**.






For Enquiries please contact Masego Mmutle @ masegom@dsac.gov.za or Liketso Mashigo @ Liketsom@nfvf.co.za

Please see below the roles available and the minimum requirements for the role:

| Job Reference Number | Link for Job Spec | Job Name | Minimum Requirements | Number of Positions |
|---|--|---|--|----------------------------|
| NARSSA.01 – Archivist - Arrangement And Description |  ARCHIVIST - ARRANGEMENT AND | Archivist - Arrangement And Description | <ul style="list-style-type: none"> • Four year diploma or three year degree in archival studies | 15 |
| NARSSA.02 – Assistant Archivist - Arrangement And Description |  ARCHIVIST - ARRANGEMENT AND | Assistant Archivist - Arrangement And Description | <ul style="list-style-type: none"> • Grade 12 | 10 |
| NARSSA.03 – Conservation Assistant |  Job Description - Conservation Assistar | Conservation Assistant | <ul style="list-style-type: none"> • Grade 12 | 6 |
| NARSSA.04 – Principal Auxiliary Officer |  Auxiliary officer.docx | Principal Auxiliary officer | <ul style="list-style-type: none"> • Grade 12 • Valid code 10 and PDP | 2 |

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|--|---|---|--|----|
| NARSSA.05 – Archive Assistant – House Keeping |  JD HOUSEKEEPING.docx | Archive Assistant Housekeeping | <ul style="list-style-type: none"> Abet level 4 / Grade 10 | 10 |
| NARSSA.06 – Audio-visual Archives Assistant: Film and video Preservation |  film and Video Job Spec.docx | Audio-visual Archives Assistant: Film and video Preservation | <ul style="list-style-type: none"> A three year degree/diploma in film, video or engineering or archival studies with any film or video experience. | 20 |
| NARSSA.07 – Scanner Operator |  JOB DESCRIPTION - SCANNER OPERATOR | Scanner Operator | <ul style="list-style-type: none"> Grade 12 | 4 |
| NARSSA.08 – Systems administrator |  System Administrator.doc | Systems Administrator | <ul style="list-style-type: none"> National Diploma or Degree in IT and an MCSE | 3 |
| NARSSA.09 – IT Support |  Job Description - IT Support.docx | IT Support | <ul style="list-style-type: none"> National Diploma or Degree in IT | 3 |
| NARSSA.10 – Audio-visual Archives Assistant: Sound preservation |  JOB DESCRIPTION SOUND 1.docx | Audio-visual Archives Assistant: Sound preservation | <ul style="list-style-type: none"> Sound Engineer and/or three year degree in film, video and sound studies or with production or post | 10 |

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|--|---|--|--|----|
| | | | production experience | |
| NARSSA.11 – Audio-visual Archives Assistant: Legal Deposit |  legal deposit pesp 4.docx | Audio-visual Archives Assistant: Legal deposit | Diploma/Degree in archives and library and information sciences coupled with experience in research | 10 |
| NARSSA.12 Assistant Archivist Cartographic Material – |  ARCHIVIST - Cartographic section.c | Assistant Archivist - Cartographic Material – | Grade 12 | 5 |
| NARSSA.13 Assistant Archivist – Strong Room Registers |  strong room register job spec.docx | Assistant Archivist - Strong Room Registers | Grade 12 | 8 |
| NARSSA.14 Assistant Archivist – Reading Room |  JD Rrading Room.docx | Assistant Archivist – Reading Room | Grade 12 | 5 |
| NARSSA.15 Sensitive Records - Admin Officer |  Sensitive Records Admin Officer (002).d | Sensitive Records - Admin Officer | National Diploma or Degree in Office Administration/ Management | 1 |

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|---|--|---|---|---|
| NARSSA.16 Sensitive Records – Assistant Archivists |  Sensitive Records Assistant Archivist.doc | Sensitive Records – Assistant Archivist | Grade 12 | 2 |
| NARSSA .17 Archivist – Outreach and Publications |  JOB DESCRIPTION outreach.doc | Archivist – Outreach and Publications | Four year diploma/degree in Archival Studies/Informati on Science | 2 |
| NARSSA.18 Archivist – Oral History |  JOB DESCRIPTION oral history.doc | Archivist – Oral History | Four year diploma/degree in Archival Studies/Informati on Science | 2 |
| NARSSA.19 Maintenance Officer |  MAINTENANCE JOB DESCRIPTION.docx | Maintenance Officer | Qualification in build environment | 1 |
| NARSSA.20 Administration Officer |  JOB D -ADMINISTRATION-.d | Administration Officer | Diploma in Public Administration | 1 |