A close up of a logo

Description automatically generated with low confidence****A logo for a film company

Description automatically generated with low confidence

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 will be based at the National Archives and Records Service of South Africa in Pretoria and will end on 31 March 2025.

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 [pesp5internship@nfvf.co.za](mailto:pesp5internship@nfvf.co.za) Closing date for all applications is 5 pm on **Monday 12 May 2024.**



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  Description | • Four year diploma or three year degree in archival studies | | 3 |
| NARSSA.02 –  Assistant  Archivist - Arrangement  And  Description |  | Assistant Archivist  - Arrangement And  Description | • Grade 12 | | 3 |
| NARSSA.03 – Conservation Assistant |  | Conservation Assistant | • Grade 12 | | 5 |
| NARSSA.04 –  Supervisor  Conservation Laboratory |  | Supervisor  -Conservation Laboratory | A recognised 3 year Bachelor’s Degree or equivalent qualification, such as Archival Studies | | 1 |
| NARSSA.05 – Archive Assistant – House Keeping |  | Archive Assistant  Housekeeping | • Abet level 4 / Grade 10 | | 1 |
| NARSSA.07 – Scanner  Operator |  | Scanner Operator | • | Grade 12 | 1 |
| NARSSA.08-  Supervisor  Audio-Visual Archivist: Film and Video Preservation |  | Supervisor  Audio-Visual Archivist: Film and Video Preservation |  | A recognised three-year Bachelor’s degree or equivalent qualification with an appropriate major subject, such as History or Archival Studies  1-2 Years experience in working at a Film Archive or similar environment | 1 |
| NARSSA.09-  Supervisor  NARSSA Digitisation Hub |  | Supervisor  NARSSA Digitisation Hub |  | A recognised three-year Bachelor’s degree or equivalent qualification with an appropriate major subject, such as History or Archival Studies | 1 |
| NARSSA.10 –  Supervisor  Audio-visual Archivist: Sound preservation |  | Supervisor  Audio-visual Archivist: Sound preservation | • | Sound Engineer and/or three year degree in film, video and sound studies or with production or post production experience | 1 |
| NARSSA.12  Supervisor  Archivist Cartographic Material – |  | Supervisor  Archivist - Cartographic Material – |  | A recognised three-year Bachelor’s degree or equivalent qualification with an appropriate major subject, such as History or Archival Studies | 1 |
| NARSSA.13  Handyman |  | Handyman |  | Appropriate certificate or proof of work experience | 1 |
| NARSSA.14  Plumber |  | Plumber |  | Trade certificated plumber | 1 |