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 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](mailto:pesp4internship@nfvf.co.za) Closing date for all applications is 17:00 pm on **Monday 19 June 2023.**



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 | | 15 |
| NARSSA.02 –  Assistant  Archivist - Arrangement  And  Description |  | Assistant Archivist  - Arrangement And  Description | • Grade 12 | | 10 |
| NARSSA.03 – Conservation Assistant |  | Conservation Assistant | • Grade 12 | | 6 |
| NARSSA.04 –  Principal  Auxiliary Officer |  | Principal  Auxiliary officer | * Grade 12 * Valid code 10 and PDP | | 2 |
| NARSSA.05 – Archive Assistant – House Keeping |  | Archive Assistant  Housekeeping | • Abet level 4 / Grade 10 | | 10 |
| NARSSA.06 – Audio-visual  Archives Assistant: Film and video Preservation |  | Audio-visual  Archives Assistant:  Film and video  Preservation |  | A three year degree/diploma in film, video or engineering or archival studies with any film or video experience. | 20 |
| NARSSA.07 – Scanner  Operator |  | Scanner Operator | • | Grade 12 | 4 |
| NARSSA.08 – Systems administrator |  | Systems  Administrator | • | National Diploma or Degree in IT and an MCSE | 3 |
| NARSSA.09 –  IT Support |  | IT Support | • | National Diploma or Degree in IT | 3 |
| NARSSA.10 – Audio-visual Archives  Assistant: Sound preservation |  | Audio-visual  Archives Assistant: Sound preservation | • | Sound Engineer and/or three year degree in film, video and sound studies or with production or post production experience | 10 |
| NARSSA.11 – Audio-visual Archives  Assistant: Legal Deposit |  | 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 – |  | Assistant Archivist - Cartographic Material – |  | Grade 12 | 5 |
| NARSSA.13  Assistant  Archivist – Strong Room Registers |  | Assistant Archivist - Strong Room Registers |  | Grade 12 | 8 |
| NARSSA.14  Assistant  Archivist –  Reading Room |  | Assistant Archivist – Reading Room |  | Grade 12 | 5 |
| NARSSA.15  Sensitive Records - Admin Officer |  | Sensitive Records - Admin Officer |  | National Diploma or Degree in Office Administration/ Management | 1 |
| NARSSA.16  Sensitive Records – Assistant Archivists |  | Sensitive Records – Assistant Archivist |  | Grade 12 | 2 |
| NARSSA .17  Archivist – Outreach and Publications |  | Archivist – Outreach and Publications |  | Four year diploma/degree in Archival Studies/Information Science | 2 |
| NARSSA.18  Archivist – Oral History |  | Archivist – Oral History |  | Four year diploma/degree in Archival Studies/Information Science | 2 |
| NARSSA.19  Maintenance Officer |  | Maintenance Officer |  | Qualification in build environment | 1 |
| NARSSA.20  Administration Officer |  | Administration Officer |  | Diploma in Public Administration | 1 |