
NFVF Seventh Presidential Employment Stimulus Programme (PESP7) Digitization Project for National Archives and Records Services of South Africa (NARSSA)

The National Film and Video Foundation (NFVF), together with the Department of Sport, Arts and Culture (DSAC), in response to the seventh Presidential Employment Stimulus Programme (PESP7), is looking to recruit South African graduates and unemployed youth (aged 35 and younger) to assist with the digitisation project for the National Archives and Records Services of South Africa (NARSSA) and its Provincial Archives.

The project is expected to start on 24 August 2026.

The project will be based in all nine Provinces of South Africa as well as the National Archives and Records Service of South Africa in Pretoria.

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

Candidates who have previously participated in PESP Projects are discouraged from applying.

In provinces that have more than one site, kindly indicate the site for which you are applying.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae (CV) via email to pesp7internship@nfvf.co.za with the job reference number in the subject, no later than Monday, **03 August 2026 by 16h00.**

Opening Date: 15 July 2026

Closing Date: 03 August 2026

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

Important Notes:

- Suitable candidates will be subjected to citizenship verification, criminal checks, and qualification verification.

Applications not responded to within 30 days of the closing date must be considered unsuccessful.

The NFVF reserves the right not to make an appointment.

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

Job Reference Number	Location	Job Name	Minimum Requirements	Number of Positions
WC.01 – Assistant Archivist	Western Cape – Cape Town	Assistant Archivist - -Arrangement And Description -Digitisation of Archival Records -Client Services - Oral History -Appraisal	• Four year diploma or three year degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	10

		-Records Management - Capacity Building		
KZN.01 – Assistant Archivist	Kwazulu Natal - Ulundi, Durban, Pietermaritzburg	Assistant Archivist -Arrangement And Description -Digitisation	• Four year diploma or three year degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	22
NW.01 – Assistant Archivist	North West – Mafikeng	Assistant Archivist - -Oral History -Arrangement and Description - Digitisation - Videography and Editing	• Four year diploma or three year degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	22
LMP.01 – Assistant Archivist	Limpopo – Polokwane, Makwarela, Giyani, Lebowakgomo	Assistant Archivist - -Arrangement And Description -Appraisal -Records Management -Digitisation -Oral History	• Four year diploma or three year degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	20

MP.01 – Assistant Archivist	Mpumalanga – Mbombela	Assistant Archivist -Appraisal -Arrangement and Description	Diploma or Degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	22
EC.01 – Assistant Archivist	Eastern Cape – Qonce, Gqeberha, Mthatha	Assistant Archivist -Arrangement and Description	Three year Bachelor's degree in Archives and Records Management/ Post Grad Diploma in Archives and Records Management	22
GP.01 – Assistant Archivist	Gauteng – Kagiso, Johannesburg	Assistant Archivist -Records Management -Arrangement and Description -Preservation and Conservation	Four year diploma or three year degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	22
NC.01 – Assistant Archivist	Northern Cape – Kimberley Districts (Francis Baard, JTG, ZFM, PKS, Namakwa)	Assistant Archivist -Oral History -Conservationist -Digital Archiving -Arrangement and Description	Diploma or Degree in Archival Studies/ Information Science/ Heritage	22

		-Appraisal and Disposal -Records Management	Studies/Film Studies/Information Communication Technology	
FS.01 – Assistant Archivist	Free State – Bloemfontein	Assistant Archivist -Arrangement and Description -Strong room maintenance -Reading Room Management -Digitisation -Records Management	Four year diploma or three year degree in archival studies/ Information Science/ Film Studies/ Sound Engineering	15
NARSSA.01 – Assistant Archivist	National Archives and Records Services of South Africa - Pretoria	Assistant Archivist- -Arrangement and Description -Strong room maintenance -Reading Room Management -Records Management -Digitisation - Oral History -Conservation - Sound Preservation	Four year diploma or three year degree in archival studies/ Information Science/ Records Management/ Film Studies/ Sound Engineering	23