



**Archives Assistant – Mayibuye Archives  
36 months contract  
2016-10-28**

The above mentioned position is available in the Heritage Department at Robben Island Museum. Reporting to the GRAP103 Project Manager the incumbent will be responsible in ensuring that Heritage Assets are properly cared for in accordance with Archival Standards, and accounted for in accordance with the Standards of Generally Recognized Accounting Practice on Heritage Assets (GRAP103).

**Duties and Responsibilities:**

- Preparing archival materials for scanning as well as scanning newspapers and other archive material
- Ensuring all GRAP103 and collections policies and procedures are strictly followed
- Performs preservation assessments
- Quality control of images and metadata
- Monitoring and recording movements of collections
- Analyze and identify archival materials with sensitive content that may require restrictions or transfer to other departments
- Perform counts of Heritage Assets
- Carrying out any other reasonable duties falling within your capabilities, as the needs of the Company dictate.

**Experience and Technical skills:**

Minimum requirements:

- Senior Certificate (Grade 12)
- Partial of completed tertiary qualification in Archives/Information science studies (advantageous)
- An interest in history and archive material would be advantageous
- Minimum 2 years experience working on a project within an Archive/Museum environment
- Prior experience and understanding of Standards of GRAP103
- Prior experience with digitising

Other requirements:

- Good Communication skills
- Knowledge of Excel is essential
- Great attention to detail
- Competent IT skills and willing to learn about software packages and network setups
- Consideration and respect for history and historical items
- Experience of working to deadlines and targets
- Team work

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if a suitable candidate is not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to [recruitment@robben-island.org.za](mailto:recruitment@robben-island.org.za) by no later than 28 October 2016. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.

