Western Cape Government
Cultural Affairs and Sport

**Advert Summary**

**EPWP Participant x8 (Provincial Archives Service)**
**Recruiter:** Department of Cultural Affairs and Sport, Western Cape Government
**REF:** EPWP 019/2017
**Contract Period:** From date of assumption of duty until 31 March 2018

**Advert Details**

**Directorate:** Provincial Archives Service, Cape Town
**Salary**: Stipend between R140.00 AND R168.00 per day
**Closing date: 12 October 2017**
**Enquiries:** Ms C Mthetho - 021 483 0434

**Minimum requirements:**
- Senior Certificate (Grade 12)
- Applicants must be between the ages of 18-35 years

**Key Performance Areas:**
The successful candidates will be responsible for:
- Digitisation of archival records;
- Capturing of metadata and other information;
- General administrative duties and filing;
- Typing of lists of archivalia;
- Assist with the transfer of records;
- Assist with managing of records and filing of records;
- Assist with stack – room duties.

**Competencies/skills:**
- An interest in history/ heritage/ culture;
- Computer literate;
- Interested in pursuing a career in digitisation of archival records;
- Good communication skills (verbal and written).

**Note:** Only shortlisted applicants will receive further correspondence, if you have not yet received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

**Applications are to be submitted** on **fully completed Z83** form, obtainable from any government department or **www.westerncape.gov.za/jobs/** clearly indicating the position being applied for and reference number, CV and certified copies of qualifications. Shortlisted candidates will be required to submit originally certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests. **Deliver/post your applications to Ms C Mthetho, 72 Roeland Street, Cape Town, 8001 or Provincial Archives Service, Private Bag X9025, Cape Town 8000. Applications not received on or before the closing date, as well as faxed or emailed applications, will not be accepted.**