



ARCHIVIST

(Payclass 09)

Kaplan Centre for Jewish Studies

Faculty of Humanities

The Kaplan Centre for Jewish Studies at the University of Cape Town is home to one of the largest collections of historical material relating to Jewish life in South Africa. This archive – stewarded by Special Collections at UCT-- contains personal papers as well as congregational and organizational records. In addition to these physical collections, the Kaplan Centre has an active partnership with the South African Jewish Museum to collect, organize, and preserve digital records – photographs, films, and documents – as part of the Jewish Living Archive initiative.

The Kaplan Centre seeks to appoint an archivist to advance these physical and digital collections.

Requirements:

An NQF 7 qualification and an advanced diploma in Records or Archival Management

At least 3 years' experience working in an archive or research library, including experience handling archival research queries

Demonstrable proficiency in archival collections stewardship, in the preservation, processing, arrangement, and description of physical and digital collections, as well as the *Atom* archival software platform (or an equivalent system)

Computer literacy including working with spreadsheets and databases

Excellent written and communication skills

Research and analytical skills

An ability to work independently and as part of a team

Planning, organizing, and multi-tasking abilities

Strong interpersonal and client service orientation

Advantageous:

Experience in digital curation

Subject knowledge of South African Jewish history and culture

Responsibilities:

The archivist will work with UCT Libraries Special Collections to preserve and process primary collections relating to the Kaplan Centre's scholarly ambit, as well as to assist with user access by handling all archival research queries relating to such collections. The archivist will follow all UCT Libraries Special Collections policies relating to accessioning, preservation, processing, arrangement, and description of primary collections, as well as relating to metadata and digital content creation. The archivist will apply these same standards to the processing of digital collections for the Jewish Living Archive (JLA) – a partnership between the Kaplan Centre and the South African Jewish Museum to create a digital repository relating to the history of Jews in South Africa -- and will collaborate closely with colleagues at the South African Jewish Museum to achieve this objective. As part of this engagement with the JLA, the archivist will also curate archival content that will enhance the JLA's profile and presence on social media. The archivist will also be expected to assist the Director of the Kaplan Centre in the development of the collections as well as advancing the public profile of the collections

Informal inquiries may be sent to: adam.mendelsohn@uct.ac.za

The 2021 annual remuneration package, including benefits, is between R417 562 and R491 249

To apply, please e-mail the below documents in a **single pdf file** to Mr Ian Petersen at recruitment02@uct.ac.za :

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter
- Curriculum Vitae (CV), including the names of three referees

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Telephone: 021 650 2163

Website: <http://www.kaplancentre.uct.ac.za/>

Reference number: E210405

Closing date: 28 November 2021

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity.

UCT reserves the right not to appoint.