

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies:

- Intellectual capability to lead the scientific work of statistics
- Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public
- Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness
- Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear of favor)
- Administrative competence: The ability of bringing it all together.

Chief Integrative Analyst

**(One permanent position exists in the Demographic Analysis division at Head Office, Pretoria)
(Salary level 13: R771 306 all-inclusive remuneration package per annum) (Ref. No.: 08/04/14HO)**

Key Performance Areas: Provide technical leadership in acquisition and in-depth analysis of data collected in censuses and surveys • Undertake data confrontation as part of quality assurance • Render advice on the preparation of releases and thematic reports • Engage strategically with primary stakeholders on emerging demographic, social and economic issues • Actively participate in cross-cutting projects/programmes at international and national levels • Mentor a team of junior staff who are responsible for the analysis of data.

Prerequisites: A three-year tertiary qualification in Statistics/Demography/Economics/Sociology • A postgraduate qualification will be an added advantage • At least six years relevant working experience in data and statistical analysis • Experience in handling large data sets • Knowledge of statistical packages • Knowledge of MS Office Suite.

Person Profile: This position will suit a person who is: Innovative, independent and team player-orientated with strong analytical, research, evaluation and numerical skills • Ability to communicate at all levels • Willingness to travel and work long hours • Ability to work under pressure within targeted deadlines.

Principal Health Statistician

**(Permanent position exists in Health and Vital Statistics division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum) (Ref. No.: 09/04/14HO)**

Key Performance Areas: Participate in the development of strategic and operational plans as well as developing or updating standard operating procedures (SOP) for health statistics • Acquire data sets for health statistics • Develop survey instruments and review training manuals and support training activities for piloting survey and main surveys • Review the accuracy of completed survey instruments in the field • Undertake data editing and analysis • Write up statistical releases and reports, and review clearance documents and presentations • Liaise with stakeholders • Supervise staff and other resources.

Prerequisites: A three-year tertiary qualification in Demography/Population Studies/Sociology/Statistics or other related field • A postgraduate qualification will be an added advantage • At least five years experience in quantitative research • Experience in health information; collection, processing and analysis of health data; health information systems and flows use of relevant statistical software • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: Advanced conceptual, analytical and numerical abilities, presentation, basic financial management, project management, leadership, communication skills, co-ordination and liaison skills • A strong focus on service delivery, customer needs and process and product quality • Ability to work under pressure • Ability to handle multiple and complex tasks and projects.

Principal Apex Support Officer

**(One permanent position exists in the International Relations division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum) (Ref. No.: 10/04/14HO)**

Key Performance Areas: Design guidelines for top management support • Prepare and provide top management with relevant documents on their international activities • Facilitate organisation of international conferences/workshops • Facilitate compilation of a register of international events that requires top management participation and inputs • Prepare reports on top management's international activities and document international resolutions • Develop programmes of action to implement international resolutions • Manage the Apex Support sub-component.

Prerequisites: A three-year tertiary qualification in Business Management/Statistics/Demography or related field • Training in Statistics Research and Population Studies is essential • At least five years experience in planning, international relations, process development, quality, strategic and financial management • Knowledge of statistical development, international protocol and policies, and African Statistical Capacity Building Programmes will be an added advantage • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person with: Good communication, leadership, conceptual, creative, facilitation, research, planning, decision-making and time management skills • Ability to communicate with diverse stakeholders in the organisation, at national and international level • Ability to continuously improve and build on quality • Ability to work under pressure in order to meet deadlines • Willingness to travel and work long hours.

Deputy Manager: Media Relations

**(One permanent position exists in the Corporate Communications division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum) (Ref. No.: 11/04/14HO)**

Key Performance Areas: Develop, review and maintain media relations policy and strategy • Co-ordinate media events and write press statements to enhance the image of Stats SA • Liaise with relevant stakeholders and provide updates on progress of strategies • Ensure writing of articles for external publications • Manage human resources with strategic communication component.

Prerequisites: A three-year tertiary qualification in Journalism/Communications/Media Studies • Training in Public Relations is essential • At least five years experience working as a Journalist/Public Relations Practitioner • Knowledge of Statistics Act of 1999, newspaper industry and media in general, financial journalism as well as excellent contact base with journalists • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person with: Good communication, writing and interpersonal skills with the ability to lead and motivate a team • Ability to multitask and be versatile • Ability to work with senior government officials • Willingness to travel and work long hours.

Principal Survey Statistician

**(One permanent position exists in Short Term Indicators division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum) (Ref. No.: 12/04/14HO)**

Key Performance areas: Interact with stakeholders • Develop detailed operational plan for all work streams, survey methodology, questionnaires, data processing system and statistical processing methodology • Participate in the data collection process as well as coordinate training of data collectors, and development of training manuals • Perform complex data analysis and editing • Develop and maintain quality standards, and data analysis framework • Develop and maintain the dissemination plan, publication and clearance document • Develop and maintain detailed sources and methods documentation • Manage team's performance management and comply with human resource directives and legal frameworks.

Prerequisites: A three year tertiary qualification in Statistics/ Mathematics/ Economics/ Accounting • At least five years experience in short term survey methodology, sampling theory and planning • Experience in managing teams • Knowledge of Ms Office suite and SAS • Knowledge of MS PowerPoint and MS Project will be an added advantage • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person with: • Good numerical, analytical, conceptual and problem-solving skills at an operational level, as well as well developed communication and interpersonal skills • Ability to work under pressure.

Principal Economist

**(One permanent position exists in the Government Financial Statistics division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum) (Ref. No.: 13/04/14HO)**

Key Performance Areas: Ensure compilation of research and reports/government statistics. • Develop detailed operational plans • Perform complex analysis and editing • Develop and maintain quality standards • Develop guidelines and specifications • Co-ordinate the development of training manuals • Interact with stakeholders • Develop and maintain detailed sources and methods documentation • Supervise and manage the team.

Prerequisites: A three-year tertiary qualification in Economics/Econometrics/Accounting • A postgraduate qualification will be an added advantage • Training in system of 2001 GFS Manual of international accredited guidelines and methodologies from the IMF, OECD, and UN is essential • At least five years relevant working experience.

Person Profile: This position will suit a person with: Good interpersonal, communication, planning, management, analytical and strategic thinking skills • Ability to work in a team • Ability to work long hours under pressure and meet tight deadlines • Ability to handle multiple tasks and projects.

Deputy Manager: Electronic Product Development

**(One permanent position exists in the Publication Services division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum) (Ref. No.: 14/04/14HO)**

Key Performance Areas: Develop, review and implement policies and procedures • Develop electronic data sets for surveys and administrative records • Develop and implement new product development project plan to make a survey a standard product • Ensure data quality management • Facilitate interaction with internal and external users • Supervise staff.

Prerequisites: A three-year tertiary qualification in Statistics or related field • At least five years experience in the relevant field • Relevant working experience with SAS • Knowledge of survey processing, official statistics data sets, technical considerations in production and processing of data sets • Understanding of economic and population statistics and data management.

Person Profile: This position suit a person with: Good communication, logical thinking, data management and customer focus skills • Ability to train people • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Deputy Manager: Provincial Finance and SCM

**(One permanent position exists in the Free State Provincial Office)
(Salary level 11: R495 603 all inclusive remuneration package per annum) (Ref. No.: 15/04/14FS)**

Key Performance Areas: Develop tactical/operational plans, policies, procedures, process mapping and standard operating procedures (SOP) for the SCM in the province • Manage the functions for financial advisory services, financial management and financial administration in the province • Manage provincial SCM function • Manage provincial asset function • Liaise with stakeholders • Manage staff and other resources.

Prerequisites: A three-year tertiary qualification in Financial Management/Accounting • Training in Public Finance Management Act, LOGIS, BAS and PERSAL is essential • At least five years experience in Accounting and Auditing • Management experience in the finance field • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person who is: Trustworthy, patient and vigilant with good interpersonal, communication, quality management, problem-solving and decision-making skills • Must be independent and with a sound code of ethics.

Principal Lateral and Donor Relations Officer

**(One permanent position exists in the Internal Statistical Development division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum) (Ref. No.: 16/04/14HO)**

Key Performance Areas: Develop an International Consultancy Manual • Conduct annual international consultancy service needs • Procure international consultancy services needed • Conduct annual Donor Assistance needs • Assist in securing donor funding for the organisation • Communicate with Embassies • Manage International Co-operation and Partnerships sub-component.

Prerequisites: A three-year tertiary qualification in Statistics/Demography or related field • Training in Project Management will be an added advantage • At least five years experience in planning, international relations, process development, quality, project management and budgeting • Knowledge of international consultancy, embassies, multilateral and donor relations practices • Understanding of international protocol and policies will be an added advantage • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person with: Good communication, leadership, conceptual, creative, facilitation, research, planning, decision-making and time management • Ability to communicate with diverse stakeholders in the organisation, at national and international level • Ability to continuously improve and build on quality • Ability to work under pressure in order to meet deadlines • Willingness to travel and work long hours.

Deputy Manager: Fleet

**(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum) (Ref. No.: 17/04/14HO)**

Key Performance Areas: Develop tactical/operational plans, policies, procedures, process and standard operating procedures (SOP) for fleet • Manage fleet services • Validate and consolidate commitments and accruals • Liaise and advise stakeholders • Manage staff and other resources.

Prerequisites: A three-year tertiary qualification in Transport Management/Logistics/Supply Chain Management or related field • Training in Strategic and Project management, Finance for Non-Finance Managers • At least five years experience in fleet management services as an Assistant Manager • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: Good interpersonal, communication analytical, financial, management, report-writing and problem solving skills.

Media Relations Officer

**(One permanent position exists in the Corporate Communications division at Head Office, Pretoria)
(Salary level 9: R252 144 per annum) (Ref. No.: 18/04/14HO)**

Key Performance Areas: Implement media strategies and monitor if protocol on media policy is being adhered to • Provide support during media press conferences • Monitor media and archive press clippings • Write articles for external publications and draft media statements • Provide support to all media events and provide research support to the media relations unit • Liaise with provincial communication officers, marketing and stakeholder relations regarding media relations matters.

Prerequisites: A three-year tertiary qualification in Journalism/Public Relations/Communications • Training in Public Relations is essential • At least three years experience in the field of Communications • Knowledge of newspapers and media and contact base with financial journalists.

Person Profile: This position will suit a person with: Good communication, writing and interpersonal skills • Ability to work in a team as well as independently • Ability to multitask and be versatile • Willingness to travel and work long hours.

Systems Developer

**(One permanent position exists in the Methodology and Evaluation division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum) (Ref. No.: 19/04/14HO)**

Key Performance Areas: Participate in gathering and analysis of user requirements • Develop maintain and run update procedures on databases from external sources • Develop maintain and run extract procedures on database and existing applications to provide to users • Participate in the technical design session of applications and relational database • Develop and test applications • Develop user manuals and training of users • Provide user support and maintenance of existing projects.

Prerequisites: A three-year tertiary qualification in IT or related field • Training in Visual Basic/or VB.NET, Programming a SQL Server database, database design, report writing, project management and risk management is essential • At least three years experience in client/server application development • Experience in systems analysis and relational database design, and systems development life cycle methodology • Knowledge of the MS Office Suite.

Person Profile: This position will suit a person with: Good interpersonal, communication, problem solving, time management, analytical, project management, presentation and decision-making skills • Ability to work independently as well as in a team • Ability to work under pressure • Willingness to work long hours.

Special Projects Incubation Officer

(Two permanent positions exist in the International Statistical Development division at Head Office, Pretoria)

(Salary level 9: R252 144 per annum) (Ref. No.: 20/04/14HO)

Key Performance Areas: Draft necessary plans for ISIBalo Capacity Building Programme • Participate in conceptualising and formulating strategic documents for emerging special international projects • Provide support in designing special international projects plans • Draft work programmes for emerging special international projects • Prepare fully-incubated and matured international projects for hand-over to appropriate divisions • Provide communication and marketing support to the sub-component • Support research activities of the sub-component • Support development of policies and guidelines.

Prerequisites: A three-year tertiary qualification in Project Management/Statistics/Demography or related field • Training in Statistics Research and Population Studies will be an added advantage • At least three years experience in planning, international relations, process development, quality and performance management • Knowledge and understanding of statistical capacity development, special international projects, international protocol and policies will be an added advantage • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: Good communication, leadership, conceptual, creative, facilitation, research, planning, decision-making and time management skills • Ability to communicate with diverse stakeholders in the organisation, at national and international level • Ability to continuously improve and build on quality • Ability to work under pressure in order to meet deadlines • Willingness to travel and work long hours.

District Survey Co-ordinator

(One permanent position exists in the North-West Provincial Office: Ngaka Modiri Molema District)

(Ref. No.: 21/04/14NW)

(One permanent position exists in the Free State Provincial Office)

(Ref. No.: 22/04/14FS)

(One permanent position exists in the Gauteng Provincial Office: Tshwane District)

(Ref. No.: 23/04/14GP)

(Two permanent positions exist in the Western Cape Provincial Office: George District)

(Ref. No.: 28/04/14WC) & Metro District (Ref. No.: 29/04/14WC)]

(NB: Separate application forms must be used if applying for both districts)

(Salary Level 9: R252 144 per annum)

Key Performance Areas: Develop district operational plans for fieldwork projects • Co-ordinate, implement and manage field operations • Manage survey resources, including transport and survey instruments • Pro-actively liaise with respondents and other stakeholders • Implement strategic objectives by developing a risk management plan and managing risks.

Prerequisites: A three-year tertiary qualification in Statistics/Economics/Geography/Demography or related field • Training in sampling techniques, survey methodology and project management • At least three years' experience in fieldwork operations • Knowledge of Human Resources, Financial and Risk Management • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: This position will suit a person with: • Good interpersonal, communication, presentation, conflict resolution, analytical and strategic thinking skills • Ability to work under pressure • Ability to adapt to change.

District Administrative Officer

(One permanent position exists in the Northern Cape: John Taolo District Office)

(Salary Level 9: R252 144 per annum) (Ref. No.: 24/04/14NC)

Key Performance Areas: Implement district operational plans procedures, process mapping, standard operating procedures (SOP) and implementation of policies in the district • Provide asset management and office administration in the district • Provide FMLS and related services in the district • Provide procurement services in the district • Perform administration functions in the district • Co-ordinate the implementation of HRM functions in the district office.

Prerequisites: A three-year tertiary qualification in Administration with Accounting as an ancillary subject • Training in BAS, LOGIS, and understanding of Project Management and Statistical products is essential • At least three years experience in general office management.

Person Profile: This position will suit a person with: Good communication, organising, customer and interpersonal skills.

ICT Technician

(One permanent position exists in the Eastern Cape Provincial Office)

(Salary level 8: R212 106 per annum) (Ref. No.: 25/04/14EC)

Key Performance Areas: Install software, hardware and monitoring of LAN and WAN functionality in the province and district offices • Provide training on hardware and software • Maintain an ICT asset register • Liaise with Head Office with regard to new needs and maintenance thereof • Upgrade and repair hardware and software in the province • Maintain the server in the province and district offices.

Prerequisites: A three-year tertiary qualification in Information Technology/Computer Networking • Certificate in A+, Microsoft Certified Systems Engineering, Certified Network Engineering will be an added advantage • At least three years relevant experience in the IT field • Experience in server and network configurations • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person with: Good analytical, problem-solving, communication, decision-making, planning and organising skills • Ability to use intuition and experience to demonstrate accuracy and thoroughness • Ability to work under pressure.

Provincial Mapping Monitor
(Two permanent positions exist in the North West Provincial Office)
(Salary level 8: R212 106 per annum) (Ref. No.: 26/04/14NW)

Key Performance Areas: Demarcate the country, investigate and assist with the resolution of demarcation related problems • Acquire hard copy maps and other demarcation information e.g. high rise and security complex buildings • Undertake liaison and publicity for the buy in from the community • Provide support to other Census sub-projects and surveys.

Prerequisites: A three-year tertiary qualification in Geography/Statistics/Demography/Social Science • Training in map reading, data analysis and project management is essential • At least two years experience in Field Operations • Knowledge of survey methodology, Geography with GIS project management, financial and risk management, and sampling techniques • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: This position will suit a person with: Good interpersonal, communication, map reading, presentation, report writing, analytical and strategic thinking skills • Ability to work under pressure • Ability to interpret statistical and geographical data.

Standards Developer
(Two permanent positions exist in the Survey Standards division at Head Office, Pretoria)
(Salary level 8: R 212 106 per annum) (Ref. No.: 27/04/14HO)

Key Performance Areas: Develop and ensure maintenance of statistical standards • Provide support on gathering of inputs for the development of training material on the use of standards and support internally • Support NSSD with the development of guidelines and standards • Assist in conducting research on international best practices for the development of statistical standards.

Prerequisites: A three-year tertiary qualification in Statistics or related field • Training in standards development and project management is essential • At least two years experience in developing and implementing standards • Knowledge of government policies and initiatives as well as the role of statistics in government decision-making • Knowledge of MS Office Suite.

Person Profile: These positions will suit persons with: Good communication, presentation, analytical, problem-solving, interpersonal and decision-making skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Short-listed applicants must be willing to undergo a competency exercise as part of the selection process.

Closing date for applications: 02 May 2014

Required documents: A signed Z83 application form • Detailed CV with contact details of three recent references • Certified copies of qualifications and Identity Document. NB: Applicants risk being disqualified for failing to submit all the required documents as indicated above.

Important note: If you do not hear from us within three months of the closing date, please regard your application as unsuccessful • Correspondence will be entered into with short-listed candidates only • Statistics South Africa reserves the right not to make an appointment • Appointment is subject to security clearance, the signing of a performance agreement or plan, verification of the applicant's documents and reference checking • Applications received after the closing date will not be considered • Please clearly indicate the reference number of the position you apply for in your application. If you apply for more than one position, submit separate applications.

• **Head Office, Pretoria:** Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 167 Manaka Heights Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria. **Enquiries:** Kindly contact Mr. Collen Mokonyane or Obed Marubyane at (012) 310 4604/012 366 0151.

• **Eastern Cape:** Post to the Human Resources Officer, Statistics South Africa, P.O.Box 7379, Quigney, East London 5211 or hand deliver at 15 Coutts Street, Ocean Terrace Park, Quigney. **Enquiries:** Kindly contact Mr. Lungelo Nonkewuse at (043) 707- 4900.

• **North West:** Post to the Human Resources Officer, Private Bag 23213, Mafikeng 2745 or hand-deliver at Shop No 55, North Entrance, James Moroka Drive, Mmabatho 2735. **Enquiries:** Kindly contact Mark Maruping at (018) 384-2877/8/9.

• **Free State:** Human Resource Officer, Statistics SA, Private Bag X20541, Bloemfontein 9300 or hand deliver at Ellen Gaborone Building, Corner Moshoeshoe & George Lubbe Street, Rocklands, Bloemfontein, 9300. **Enquiries:** Kindly contact: Mr. Raymond Matsemela at (051) 412 7500.

• **Gauteng:** Post to The Human Resources Officer, Private Bag X 7798, Johannesburg, 2000 or hand deliver at 284 Oak Avenue Randburg. **Enquiries:** Ms Thakgodi Mamaila at (011) 781 3495.

• **Northern Cape:** Post to the Human Resources Officer, Private Bag X 5053, Kimberley 8300 or hand-deliver at The Old Standardbank Building, cnr Lennox & Du Toit Span Road. **Enquiries:** Kindly contact Ms Funeka Ntsiko at (053) 802 6833.

• **Western Cape:** Post to the Human Resources Officer, Private Bag X 9072, Cape Town 8000 or hand-deliver at 22 Long Street, Liberty Building, 3rd Floor. **Enquiries:** Kindly contact Mr. Bulelani Mbiyozo at 021 481 5500.

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998.