

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 favour)
- Administrative competence: The ability of bringing it all together.

Chief Survey Statistician

**(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary level 13: R864 177 all-inclusive remuneration package per annum) (Ref. No.: 20/08/15HO)**

Key Performance Areas:

- Provide inputs to development of strategic, tactical and operational plans for the component
- Conceptualise and develop content for divisional surveys and products
- Lead and conceptualise the development and testing of survey instruments, procedures and guidelines for poverty and expenditure surveys
- Provide highly technical advice on the analysis of data and writing of reports
- Liaise and provide statistical support to internal and external stakeholders
- Mentor staff.

Prerequisites:

- An honours degree in Economics/Statistics/Econometrics/Demography/Development studies or related social field
- Extensive experience in Project management, poverty and inequality analysis as well as advanced SAS is essential
- At least six years experience as a Principal Survey Statistician or equivalent Middle Management experience coupled with experience in the analysis of data, policy development, research and writing reports.

Person Profile:

- This position will suit a person with:
- Good presentation, analytical, management, communication, report writing, leadership, organise, interpersonal and project management skills
- Ability to analyse information and situations, identify and solve problems, reason logically and draw valid conclusions
- Self-motivation, responsibility and assertiveness
- Ability to apply creative thinking in the design and handling of multiple and complex tasks and projects
- Ability to work under pressure and long hours
- A valid driver's license.

Manager: Economic Sub-system

**(One permanent position exists in the Economic Statistics Sub-system division at Head Office, Pretoria)
(Salary level 13: R864 177 all-inclusive remuneration package per annum) (Ref. No.: 21/08/15HO)**

Key Performance Areas:

- Ensure effective management of staff and other resources within the component
- Ensure development of the Economic subsystem strategy operational plans, system and methodology for the component
- Ensure the improvement of best practice and identify information gaps for national and international organisation related to economic statistics
- Manage the intake and provide technical advice on collection of economic statistical data from other from other organ of states
- Develop stakeholder engagement strategy
- Provide advice and monitor the predetermined economic statistical standards to ensure quality
- Provide input on development of NSDS.

Prerequisites:

- A three-year degree majoring in Economics/Statistics/Mathematical Statistics or Econometrics
- A postgraduate qualification will be an added advantage
- Training in SAS applications is essential
- Training in Geography (GIS) will be an added advantage
- At least six years experience in the economic survey fields on Middle Management level
- Knowledge of MS Project and MS Office Suite.

Person Profile:

- This position will suit a person who has:
- Good communication, interpretation, planning, time-management, problem-solving and analytical skills
- Ability to think strategically
- Willingness to travel and work long hours.

District Manager

**(One permanent position exists in the Eastern Cape Provincial Office: Amathole)
(Salary level 12: R674 979 all-inclusive remuneration package per annum) (Ref. No.: 22/08/15EC)**

Key Performance Areas: • Develop strategic, tactical/operational plans, policies, procedures, process mapping and standard operating procedure (SOP) for field operation in the province • Manage fieldwork operations and data collection processes in the district office • Manage the implementation of corporate services functions in the district • Manage the implementation of statistical support service and respond to user needs and requests • Ensure the effective management and leadership of staff and utilisation of resources • Liaise with stakeholders.

Prerequisites: • A three-year degree in Demography/Geography/Statistics/Mathematics/Social Studies • Extensive knowledge of survey methodologies, sampling techniques, customer focus, financial and fleet management is essential • At least five years of extensive operations management experience • Knowledge of project management, map reading, report writing and risk management • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: • Good presentation, communication, interviewing, conflict-resolution and decision-making skills, and who is innovative, strategic, assertive and team work orientated • Ability to adapt to change • Ability to work under pressure and in challenging terrains • Willingness to travel extensively and work long hours.

Deputy Manager: Registry and Records Management

**(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 23/08/15HO)**

Key Performance Areas: • Develop policies, plans, standard operation procedures for records management • Manage centralised registry services • Manage records management in line with National Archives act • Liaise and advise stakeholders • Manage staff and other resources.

Prerequisites: • A three-year degree/National Diploma in Records Management or related field • Knowledge of strategic leadership and project management is essential • At least five years experience in supervision, record management and registry management • Knowledge of financial management, administration and records management • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good negotiation, writing, analytical, financial, management, assertive, decisive, interpersonal and communication skills • Ability to work independently and in a team.

Deputy Manager: Bursary and Internship

(One permanent position exists in the Human Resources Management and Development division at Head Office, Pretoria)

(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 24/08/15HO)

Key Performance Areas: • Develop, implement and manage Statistics South Africa's Internship and bursary strategy • Develop internship and bursary training quality plan to ensure adherence to relevant HRD legislation • Develop and manage the operational plan and policies for internship and bursary • Manage human resources within internship and bursary.

Prerequisites: • A three-year degree/ National Diploma in Human Resource Development • At least five years experience in Human Resource Development • Knowledge of financial and budget management • Knowledge of process management, policy/strategy formulation and analysis • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good leadership, writing, analytical, financial, management, problem-solving, customer focus and communication skills • Ability to work under pressure and independently • Willingness to travel and work long hours.

Deputy Manager: Monitoring and Control

(One permanent position exists in the Human Resources Management and Development division at Head Office, Pretoria)

(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 25/08/15HO)

Key Performance Areas: • Develop policies, procedures and plans for the component • Monitor the adherence to strategies, systems, policies and procedures • Design and develop monitoring and control systems and tools for the division • Co-ordinate HRM audits • Monitor and analyse HRM progress reports • Interact and provide advice to stakeholders • Effectively supervise staff and utilise resources.

Prerequisites: • A three-year degree/National Diploma in Human Resources Management/Public Management/Industrial Psychology or related field • Extensive knowledge of monitoring and evaluation, project management and quality management is essential • At least five years experience in legal framework that governs HRM, performance management, financial and administrative management • Experience in facilitating and/or developing and/or implementing strategy monitoring systems • Knowledge of HRM processes, monitoring and evaluation • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good analytical, communication, report writing, research, interviewing, presentation, leadership, conflict resolution and facilitation skills • Ability to communicate at all levels and work as a team player.

Deputy Manager: Asset Management

(One permanent position exists in the Financial Administration division at Head Office, Pretoria)

(Salary Level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 26/08/15HO)

Key Performance Areas: • Develop and manage plans, policies and procedures for assets management strategies • Administer assets acquisitions • Design, update and maintain assets register and administer assets verification • Monitor the provision of assets disposal • Compile and review monthly assets reconciliation • Manage staff and other resources • Develop and implement systems that support budget planning, risks and asset management • Liaise with stakeholders.

Prerequisites: • A three-year degree/ National Diploma in Supply Chain Management /Finance/Auditing/Cost or Management Accounting • Extensive experience in Asset Management, Supply Chain Management, report writing, BAUD, Logis and BAS is essential • At least five years experience in an Asset Management environment • Knowledge of SCOA, National Treasury Regulations, Public Finance Management Act, GRAP, Project Management, procurement processes in the public sector and MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, analytical, interpersonal, planning and organising, presentation, leadership and management skills • Willingness to travel and work long hours.

Deputy Manager: Research and Development

(One permanent position exists in the Business Register division at Head Office, Pretoria)

(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 27/08/15HO)

Key Performance Areas: • Develop strategic, business and operational plans for the component • Ensure planning and designing of the sample and development/review of the collection tools for the survey • Ensure conducting of analysis on continuous improvement processes • Identify and recommend appropriate methodology that is scientific, cost effective and internationally accepted • Liaise with stakeholders • Manage staff and other resources .

Prerequisites: • A three-year degree in Accounting/Statistics/Economics/Business Economics • Extensive experience in Total Quality Management, Project Management and SAS statistical program is essential • At least five years experience in data collection, analysis and development, business classification, and managing and supervising a team of professionals • A good understanding of the business register environment, data mining, data interpretation, databases and research methodologies • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good numerical, problem-solving, critical thinking, analytical, reading comprehension, active learning and listening, decision-making, communication and time-management skills • Willingness to work long hours.

Principal Survey Statistician

**(One permanent position exists in the Structural Industry Statistics division at Head Office, Pretoria)
(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 28/08/15HO)**

Key Performance Areas: • Interact with stakeholders and develop detailed operational plans for all work streams, survey methodology, questionnaire, data processing system and statistical processing methodology • Participate in the data collection process, co-ordinating training of data collectors and development of training manuals • Perform complex data analysis and editing • Develop and maintain quality standards including data analysis framework • Develop and maintain the dissemination plan, publication document and clearance document • Develop and maintain detailed sources and methods documentation • Ensure team's performance management and compliance to human resource directives and legal frameworks.

Prerequisites: An honours degree in Economics/Econometrics/Statistics/Accounting • A masters degree will be an added advantage • Training in SAS, introduction to project management, introduction to economic indicators and analysis is essential • At least five years experience in the relevant field • Knowledge of MS Office Suite.

Person profile: • This position will suit a person with: • Good numerical, analytical, interpretation, problem – solving and communication skills • Ability to be innovative, accurate and pay attention to detail • Ability to plan work and meet timelines.

Principal Methodologist

(Three permanent positions exist in the Methodology and Evaluation division at Head Office, Pretoria)

(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 29/08/15HO)

Key Performance Areas: • Identify suitable sampling frames and select samples for surveys • Design computer programs, develop methodologies for weighting and estimation, conduct weighting and estimation for survey areas • Monitor the evaluation of the quality of surveys and censuses • Develop and review detailed sources and methods • Develop specifications, guidelines and procedures for the development of programs and systems • Provide technical assistance to stakeholders • Supervise staff members and other resources within the subcomponent.

Prerequisites: A three-year tertiary qualification in Statistics/Mathematics/Economics/Econometrics • Training in MS Project • Experience in SAS or any other statistical software is essential • At least five years relevant working experience in data collection, analysis, evaluation and interpretation is essential • Experience in supervising a team will be an added advantage • Knowledge of statistical production process • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons with: • Good communication, analytical, writing, accuracy, facilitation, problem-solving, research and evaluation skills • Ability to work independently • Ability to adapt to change • Willingness to work long hours.

Principal Economist

**(One permanent position exists in the Local Government Institutions division at Head Office, Pretoria)
(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 30/08/15HO)**

Key Performance Areas: • Compile statistical releases • Data collection, editing and analyses • Supervision of professional and administrative staff • Participate in operational planning, survey methodology, questionnaire design, data processing system and statistical processing methodology • Update detailed sources and methods documentation • Participate in stakeholder interaction.

Prerequisites: • A three-year tertiary qualification with majors in Accounting/Statistics and/or Economics • An Honours qualification in either of the abovementioned fields would be advantageous • At least five years

appropriate working experience is required • Exposure in SAS, project management, economic indicators and analysis • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: • Good communication, interpersonal, analytical, interpretation, numerical and problem-solving skills • Ability to work under pressure in order to meet deadlines • Willingness to travel • Ability to present data at various workshops, conferences, meetings and other stakeholder sessions • Ensure proper supervision of staff.

Principal Data Collection and Logistics

(One permanent position exists in the Gauteng Provincial Office)

(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 31/08/15GP)

Key Performance Areas: • Develop policies, tactical/operational plans, policies, procedures, process mapping and stand operating procedures for all surveys and Censuses in the province • Manage and co-ordinate data collection for all surveys and Censuses in accordance to national standards • Manage listing and listing maintenance for all surveys and Censuses • Manage field logistics for all surveys and Censuses • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Demography/Social Science/Geography/Economics • Training in SASQAF, survey methodology, customer focus, financial and fleet management • At least five years extensive operations management experience • Knowledge of project management, 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 communication, interpersonal, leadership, decision-making, interviewing, report writing and conflict resolution skills • Ability to work under pressure to meet deadlines • Willingness to travel and work long hours.

Provincial Programme Officer

(One permanent position exists in the Western Cape Provincial Office: Cape Town)

(Salary level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 32/08/15WC)

Key Performance Areas: • Integrate all project plans and avail supporting documents to Statistical Support and Informatics Fieldwork Operations and Corporate Services • Build and grow project relationship with stakeholders • Facilitate project implementation • Set and administer project expectations with team members and other stakeholders • Define project success criteria and disseminate them to the relevant components • Develop and deliver progress reports, proposal requirements, documentation and presentations • Monitor and report on the implementation of operational plans • Facilitate in the processes of project.

Prerequisites: • A three-year tertiary qualification in Business Administration/Management/Statistics or equivalent • At least five years relevant working experience • Extensive experience and knowledge in Project Management • 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, organising, planning, presentation, analytical, interpersonal, decision-making and report writing • Ability to pay attention to detail • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

National Statistics System (NSS) Co-ordinator

(One permanent position exists in the Mpumalanga Provincial Office: Nelspruit)

(Salary Level 11: R569 538 all-inclusive remuneration package per annum) (Ref. No.: 33/08/15MP)

Key Performance Areas: • Develop operational plans, policies, procedures, process mapping and standards operating procedure (SOP) for field operations in the province • Participate in the identification of provincial priorities and provide inputs into provincial development indicators for PM&ES • Provide effective support to statistical services for SIS • Ensure and monitor compliance to SASQAF regulations • Implement advocacy and stakeholder liaison • Facilitate statistical capacity building and support to stakeholders • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Social Studies/Demography/Geography • Training in data analysis, report writing, map reading and project management is essential • At least five years relevant working experience • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit an innovative person with: • Good communication, analytical, leadership, decision-making and presentation skills • Ability to adapt to change and work in a team.

Occupational Health and Safety Specialist
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary level 9: R289 761 per annum) (Ref: No.: 34/08/15HO)

Key Performance Areas: • Provide inputs in the development of policy and process, and procedure and plans for occupation health and safety • Co-ordinate emergency evacuation drills in accordance with the departmental evacuation policy • Investigate and report on all incidents and accidents pertaining to occupation health and safety • Implement regular safety, hazard identification and risk assessment for the department • Manage compliance of occupation health and safety within the organisation • Liaise with stakeholders • Co-ordinate occupation health and safety training within the department.

Prerequisites: • A National diploma/degree in Safety Management • Training in SHEMTRAC/Fire Fighting/Train the Trainer/OHS in-depth, First Aid/Emergency Evacuation/Project Management is essential • At least three years experience in safety management • Knowledge of incident investigation, facilitation and training • Knowledge of safety management • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, facilitation, report writing, negotiation, leadership and conflict management skills • Willingness to travel.

Assistant Manager: Organisation Design and Development
(One permanent position exists in the Human Resource Management and Development division at Head Office, Pretoria)
(Salary level 9: R289 761 per annum) (Ref: No.: 35/08/15HO)

Key Performance Areas: • Provide inputs in the development and implementation of legislative policies, procedures, plans, systems and processes • Develop and design organisational and functional structures as well as maintain them • Implement and maintain post establishment • Conduct job evaluation process and implementation of OSD directives • Respond to user needs and queries • Supervise junior officers and provide reports.

Prerequisites: • A three-year tertiary qualification in Human Resource Management/Organisational Development • Training in PERSAL System and MS Excel, Visio, OrgPlus, and Equate system is essential • At least three years relevant experience • Knowledge of technical skills on organisation design, post budgeting and establishment as well as job evaluation • Knowledge of applicable regulatory frameworks and public sector • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good technical, evaluation, budgeting and supervisory skills • Ability to pay attention to detail • Ability to work under pressure and handle high work volumes • Willingness to travel and work long hours.

Internal Auditor
(One permanent position exists in the Internal Audit division at Head Office, Pretoria)
(Salary level Salary Level 9: R289 761 per annum) (Ref: No.: 36/08/15HO)

Key Performance Areas: • Provide inputs in the development of Internal Audit operational plans • Participate in implementing the approved Internal Audit Coverage Plan (Operational Plan) • Follow up on implementation of Audit recommendations • Liaise and provide advice to stakeholders i.e. divisional and organisational management.

Prerequisites: • A degree/diploma in Auditing/Finance or related field • At least three years experience in Auditing • Knowledge of Risk Management, relevant Acts, legislations, regulations, guidelines, Internal Audit concepts, frameworks and methodologies • Knowledge of Stats SA business, departmental policies and

procedures • Knowledge of PERSAL, BAS, LOGIS and TeamMate will be an added advantage • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: • Good communication, presentation, conflict management, negotiation, time-management and interpersonal skills, and who is honest, self motivated, diligent, assertive and professional • Ability to work under pressure • Willingness to work long hours.

Provincial Quality Monitor
(Two permanent positions exist in the Western Cape Provincial Office: [George District: 37/08/15WC and Metro District: 38/08/15WC])
(Salary level 8: R243 747 per annum)

Key Performance Areas: • Conduct quality check on publicity for all surveys and censuses in the province • Monitor the quality of the collected data (enumeration) for all surveys and census in the province • Ensure quality listing and master sample in the province • Monitor the effectiveness of training conducted for field staff in districts / province • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification (preferably degree) in Statistics/Demography/Social Study or related field • Training in project management, financial and Human Resource Management, sampling techniques, and risk management is essential • Work experience in fieldwork operations • At least two years experience in co-ordination, training facilitation and survey taking • A valid driver's license

Person Profile: • These positions will suit persons with: • Good communication, interpersonal, leadership and presentation skills • Ability to work in a team • Willingness to travel and work long hours.

Survey Statistician: QLFS
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum) (Ref. No.: 39/08/15HO)

Key Performance Areas: • Participate in the development of business and operational plans for the component • Render support in the development of the content for QLFS in collaboration with Content and Development component • Conduct data analysis and writing of reports • Participate in the conducting of research and recommending of appropriate methodology for the production of Labour Statistics • Liaise and provide statistical support to stakeholders • Provide training support in collaboration with survey operations.

Prerequisites: • A three-year tertiary qualification in Demography/Econometrics/Economics/Social Science/Statistics • Training in Project Management, Labour Statistics analysis and SAS is essential • At least three years proven experience in analysis of data, writing reports and quantitative research • Ability to use statistical software for data analysis • Knowledge of policy development and MS Office Suite.

Person Profile: • This position will suit a person with: Good report writing, conceptual, analytical, numerical, strategic and operational planning, performance management and Communication Skills • Ability to work under pressure • Willingness to travel.

Survey Statistician: Content Development and Analysis
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum) (Ref. No.: 40/08/15HO)

Key Performance Areas: • Participate in the development of the content for all surveys and related modules • Participate in the development and testing of survey instruments, procedures and guidelines for Labour Statistics related surveys • Assist in data analysis and report writing • Conduct research and recommend appropriate methodologies for production of Labour Statistics • Provide statistical support to stakeholders • Conduct in training in collaboration with Survey Operations.

Prerequisites: • A degree in Statistics/Demography/Econometrics/Economics/Social Science or related field • Training in SAS and statistical analysis is essential • Knowledge of Labour Statistics, policy development, and analysis of data • At least three years proven experience with exposure to analysis of data, writing reports, and quantitative research • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good conceptual, analytical, facilitation, organising, communication, and co-ordination skills with 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 • Willingness to travel.

Survey Statistician

(Three permanent positions exist in the Economic Sub-system division at Head Office, Pretoria)

(Ref. No.: 41/08/15HO)

(Two permanent positions exist in the Independent Quality Assessment division at Head Office, Pretoria)

(Ref. No.: 42/08/15HO)

(Salary level 8: R243 747 per annum)

Key Performance Areas: • Provide inputs in the development of the SANSS strategy operational plans, system and methodology for the component • Identify information gaps for national and international organisation related to economic statistics • Provide support on collection of economic statistical data from other organ of states • Implement and maintain pre-determined economic statistics standards to ensure quality • Interact with stakeholders.

Prerequisites: • A three-year tertiary qualification in Economics/Statistics/Mathematical Statistics/Econometrics • An honours degree will be an added advantage • Training in SAS applications is essential • At least two years experience as a Methodologist/Statistician/Economist in a research institution or data producing agency • Knowledge of international guidelines and methodologies as applicable to the field of official statistics • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons with: • Good communication, interpersonal, interpretation, conceptualising, numerical and problem-solving skills • Ability to meet deadlines.

Survey Statistician

(One permanent position exists in the Social Statistics division at Head Office, Pretoria)

(Salary level 8: R243 747 per annum) (Ref. No.: 43/08/15HO)

Key Performance Areas: • Develop training manuals and provide input in the development of data collection instruments • Provide input in the development of editing and imputation systems • Analyse data towards the publication of statistical release and user request • Participate in the production of thematic reports and research papers • Provide input in the development of operational plan and statistical processing methodology • Record all activities and outputs related to the statistical value chain and the development of data • Interact with stakeholders.

Prerequisites: • A degree in Demographics/Economics/Development studies/Statistics or related social field • Training in SAS programming and SAS enterprise guide or at least two years of appropriate Statistics courses needed if degree is not in Statistics • A least two years work experience in the relevant field • Ability to analyse data using statistical packages such as SAS and STATA.

Person Profile: • This position will suit a person with: • Good communication, facilitation, report writing, interpersonal, numerical and analytical skills • Ability to work independently as well as in a team.

Survey Statistician

(One permanent position exists in the Mpumalanga Provincial Office: Nelspruit)

(Salary level 8: R243 747 per annum) (Ref. No.: 44/08/15MP)

Key Performance Areas: • Compile and analyse statistical outputs (from surveys and censuses) to meet the specific needs of the province • Contribute to the planning of survey and render special statistical services in cooperation with Head Office • Provide training of relevance in the Statistical field • Provide technical advice to the provincial office, provincial government, government departments and other users • Interact with main users in provincial government, private sector, NGO's and other institutions • Compile province-specific reports and publications • Support and advice on the implementation of survey monitoring.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Social Studies/Demography/Geography • Training in statistical software packages e.g. SAS, SQL, SPSS, Super Cross, data analysis and report writing is essential • At least two years relevant experience in the statistical field • Knowledge of MS Office Suite.

Person Profile: • This position suit a person with: • Good interpersonal, analytical, research, communication and writing skills • Ability to work in a team • Ability to work under pressure • Ability to adapt to change.

Demographer

**(One permanent position exists in the Population Statistics division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum) (Ref. No.: 45/08/15HO)**

Key Performance Areas: • Participate in the development of census/survey content and product • Participate in user consultation processes for census/survey data items and products • Provide support on census/survey training on content • Provide support in census/survey analysis and product development.

Prerequisites: • A three-year tertiary qualification in Statistics/Demography or related field • At least two years experience in census or survey undertaking • Ability to analyse data using statistical packages such as SAS and STATA • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good presentation, numerical, analytical and report writing skills • Ability to work independently as well as part of a team • Willingness to travel.

Standards Developer

**(One permanent position exists in the Survey Standards division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum) (Ref. No.: 46/08/15HO)**

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: • This position will suit a person with: • Good communication, analytical, problem- solving, interpersonal and interpersonal skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to work under pressure.

Information Clerk

(NB: The above position was previously advertised with Ref. No.: 03/03/15HO. Those who previously applied need not re-apply)

(Nine permanent positions exist in the Stakeholder Relations and Marketing division at Head Office, Pretoria)

**(Salary level 5: R132 399 per annum)
(Ref No.: 10/08/15HO)**

Key Performance Areas: • Interact with user to establish needs and provide relevant information telephonically • Disseminate information according to Stats SA policy and procedure • Acquire library material to have updated records and information that comply with the National Archives Act • Attend to user requests for service such as sampling and enumerated area • Provide statistical information and products to external clients.

Prerequisites: • A Matric certificate with pass in Mathematics • Supercross training, library training and manipulation of large datasets is essential • Experience in statistical methods, analysis and interpretation • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, numerical, analytical, conceptual, planning, organising, presentation and interpersonal skills.

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

Closing date for applications: 4 September 2015 at 16h00

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 Delta Heights Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.

Enquiries: Kindly contact Mr. Collen Mokonyane or Obed Marubyane at (012) 310 4604/366 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 Ms Nozuko Gwabeni at (043) 707 4900.

• **Gauteng:** Post to The Human Resources Officer, Private Bag X 7798, Johannesburg, 2000 or hand deliver at 284 Oak Avenue Randburg.

Enquiries: Ms Clementia Nkomo at (011) 781 3495/3506.

• **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.

• **Mpumalanga:** Post to the Human Resources Officer, Private Bag X11290, Nelspruit, 1200 or hand-deliver on the 13 Cnr Streak & Ferreira Streets, MAXSA Building, 5th Floor, Nelspruit.

Enquiries: Ms Sinah Matsaung or Mr Themba Zulu at (013) 762 0000.

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

People living with disabilities are encouraged to apply for the above positions.

Level 13 Posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.