



The South Africa I know, the home I understand

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 Director: Planning and Coordination

**(One permanent position exists in the Planning and Coordination division at Head Office, Pretoria)
(Salary level 14: R1 042 500 all-inclusive remuneration package per annum)
(Ref. No.: 01/06/16HO)**

Key Performance Areas: • Lead in the development of strategic and operational plans, policies, and procedures for the components in the cluster • Provide leadership and coordination on the integrated performance management information for the components in the cluster • Provide leadership in collaboration with other statistical procedures • Provide strategic advice and ensure adherence to SANSS project and management of all the framework • Strategically engage with both internal and external stakeholders.

Prerequisites: • A post graduate qualification in Population/Demography/Public Administration/Business Administration • At least ten years proven managerial experience of which five years must be on SMS level • Extensive experience in the statistical production process in the field of social and/or economic surveys • Extensive experience in handling large scale projects • Thorough understanding and commitment to government objectives in general and those of Stats SA • Knowledge of SASQAF and data quality procedures and processes as well as policy development • Knowledge of Statistics acts and legislations including the fundamental principles of official statistics • Knowledge of statistical processes and the statistical value chain and various statistical standards and classification systems.

Person Profile: • This position will suit a person with: • Good communication, analytical, leadership, interpersonal, presentation, liaison, report-writing and conflict-resolution skills • Ability to work effectively under extreme pressure to meet tight deadlines whilst simultaneously paying attention to detail • Willingness to travel and work long hours.

Chief: Management Information

**(One permanent position exists in the Programme Office division at Head Office, Pretoria)
(Salary level 13: R864 177 all-inclusive remuneration package per annum)
(Ref: No.: 02/06/16HO)**

Key Performance Areas: • Provide strategic advice on the development of Management Information Repository implementation of polices, plans, procedures, guidelines, regular complex notes and compilation of reports • Engage strategically with internal and external stakeholders and train them on management information repository • Conceptualise, initiate, develop, improve and maintain the complex components, modules and database within an on-online management repository • Compile and identify potential sources and make available integrated management information on Management Information Repository • Improve and maintain the hardware and software needed by the management Information Repository • Manage resources i.e. human resources, financial resources, IT assets, furniture and other equipment/assets and participate in assigned Stats SA activities.

Prerequisites: • A three-year tertiary qualification in Computer Science/Management Information Systems/Computer Programming languages • A postgraduate degree will be an added advantage • At least ten years' experience in relevant Management Information Repository /website development, computer programming, system and database development as well as management experience • Conceptualisation, interpretation, report writing and presentation skills • Extensive proven experience, skills in and knowledge of Free and Open Source Software (FOSS), MVC, jQuery, UML, SQL, HTML, Net, XML, AJAX, JSON and JavaScript environments, MS Project, MS Office (MS Word, MS Excel, MS PowerPoint); • Extensive experience in basic Linux administration (SUSE Linux Enterprise Server experience will be advantageous), database design on a MySQL database platform and PHP scripting • Management especially extensive project management experience and knowledge • Demonstrated in-depth technical and working knowledge and experience regarding Government financial concepts and management; principles of public administration, organisation and management; quality management; knowledge management; systems management and document management • Knowledge and experience in the following areas will be a further advantage: exposure to government transversal systems e.g. BAS, PERSAL.

Person Profile: • This position will suit a person who: • Is able to apply creative thinking in the design of methods for processing management information with information technology systems • Is able to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions • Is able to develop effective solutions • Is able to write technical and management information reports • Has good presentation skills • Has excellent written and verbal communication skills • Has excellent interpersonal skills and networking skills • Has excellent organising and logistics skills • Is sensitive to the needs of stakeholders • Appreciates diversity • Has knowledge of relevant legislation • Is self-motivated, responsible and assertive • Is able to work under pressure • Is willing to work long hours.

Chief Survey Statistician

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

(Salary Level 13: R864 177 all-inclusive remuneration package per annum)

(Ref. No.: 03/06/16HO)

Key Performance Areas: • Develop stakeholder engagement strategy • Ensure the development of the operational plan, survey methodology questionnaire, data processing system and statistical processing methodology • Oversee the data collection process, training of data collectors and development of training manuals • Perform highly specialised data analysis and editing and /or oversee the team's analysis and editing • Ensure the development and maintenance of quality standards, and data analysis framework • Oversee the development and maintenance of the dissemination plan, and compile publication document and clearance document • Ensure the development and maintenance of detailed sources and methods documentation • Manage team's budget and performance, and comply to financial and human resource directives and legal frameworks.

Prerequisites: • A Honours degree in Statistics/Economics/Econometrics/Accounting • Knowledge in either advanced training in SAS/introduction to project management/introduction to economic indicators/data analysis is essential • At least six years experience in data and statistical analysis • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, numerical, analytical, report writing and interpersonal skills • Ability to be accurate and pay attention to detail • Willingness to travel and work long hours.

Director: Marriages and Divorces, Tourism and Migration

(One permanent position exists in the Health and Vital Statistics division at Head Office, Pretoria)

(Salary Level 13: R864 177 all-inclusive remuneration package per annum)

(Ref. No.: 04/06/16HO)

Key Performance Areas: • Develop strategic and operational plans as well as standard operating procedures for marriages and divorces; tourism and migration statistics • Facilitate and coordinate the production of draft statistical releases and reports; as well as preparation for marriages and divorce, tourism and migration of data and its supporting documentation for publication • Produce timely, accurate, relevant and accurate statistical releases, reports and data sets • Liaise with stakeholders • Manage staff, finance and other resources.

Prerequisites: • A three-year tertiary qualification in Demography/Population Studies/Sociology/Statistics or other related fields • At least six years middle management experience in quantitative research, processing and analysis of administrative records such as border statistics, migration records, marriages and divorces • Proven extensive experience in quantitative research • Knowledge of population studies, mortality, nuptiality, fertility, morbidity, tourism, migration, research methods and use of relevant statistical or demographic software.

Person Profile: • This position will suit a person with: • Good interpersonal, conceptual, leadership, planning, numerical, communication, analytical, presentation, coordination and liaison skills with a strong focus on service delivery, customer needs and process and product quality • Ability to pay attention to detail • Ability to work under pressure and handle multiple and complex tasks and projects.

Deputy Director: District Management
(One permanent position exists in the Northern Cape Provincial Office: De Aar District)
(Salary Level 12: R726 276 all-inclusive remuneration package per annum)
(Ref: No.: 05/06/16NC)

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 Director: Marriages and Divorces, Tourism and Migration
(One permanent position exists in the Health and Vital Statistics division at Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref: No.: 06/06/16HO)

Key Performance Areas: • Participate in the development of strategic and operational plans as well developing or updating standard operating procedures for marriages and divorces; tourism and migration • Acquire all required data sets for marriages and divorces; tourism and migration • Undertake editing of data on marriages and divorces; tourism and migration • Confirm the accuracy of tables and graphs produced; write-up statistical releases and reports; and review clearance documents and presentations • Liaise with stakeholders • Supervise junior staff and other resources.

Prerequisites: • A three-year tertiary qualification in Demography/Population Studies/Sociology/Statistics or related fields • At least five years experience in quantitative methods • Experience in processing and analysis of administrative records or survey data • Experience in the use of relevant statistical or demographic packages • Knowledge of Population Studies, vital statistics, tourism and migration statistics, and research methods • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, report writing, presentation, coordination, leadership, interpersonal, project management, analytical, numerical, data processing and analytical

skills with a strong focus on service delivery, customer needs and process product quality • Ability to work in a team, and to handle multiple and complex tasks and projects • Ability to work under pressure.

Deputy Director: Provincial Finance and SCM
(One permanent position exists in the Eastern Cape Provincial Office)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 07/06/16EC)

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 administration 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 • Knowledge of Public Finance Management Act, LOGIS, BAS and PERSAL • 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 sound code of ethics.

System Quality Assurer
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 08/06/16HO)

Key Performance Areas: • Perform quality assurance on user/business requirement • Plan and design tests • Implement and execute tests • Compile quality reports • Adhere to quality standards and procedures • Research into new quality techniques, standards, methods and technology • Perform automation of tests and develop generic test models.

Prerequisites: • A three-year tertiary qualification in Information Technology/Computer Science/Statistical/Mathematical Studies • At least three years experience in programming and client/server/web systems development or testing experience • Knowledge of test automation techniques and certification in practical software testing • Training in Visual Basic 6.0,.Net, ASP, ASP.Net, Java scripting, HTML, C#, CSS Crystal reports Transact SQL and SAS will be an added advantage • Experience in SDLC and/or Agile Methodologies.

Person Profile: • This position will suit a person with: Good communication, presentation, analytical, planning, organising, problem-solving, customer interaction and decision-making skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to train people • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours • Willingness to remain abreast of trends and developments in web accessibility technologies.

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

Closing date for applications: 1 July 2016 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.

• **Northern Cape:** Post to the Human Resources Officer, Private Bag X 5053, Kimberley 8300 or hand-deliver at The Old Standard Bank Building, Cnr Lennox & Du Toit Span Road.

Enquiries: Kindly contact Ms Vuyisile Hadebe at (053) 802 6808.

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.