



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

District Manager

**(One permanent position exists in the KwaZulu-Natal Provincial Office: Ugu District Office)
(Salary level 12: R587 358 all-inclusive remuneration package per annum)
(Ref. No.: 52/04/14KZN)**

Key Performance Areas:

- Develop strategic, tactical/operational plans, policies, procedures, process mapping and standards operating procedure (SOP) for field operations
- 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 services 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 tertiary qualification in Statistics/Mathematics/Demography/Social Studies/Geography
- Training in sampling techniques, survey methodology, customer focus, financial and fleet management is essential
- At least five years experience in operations management
- Knowledge of project management, questionnaire design, sampling techniques and report writing
- 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 innovative thinking, assertive and team work orientated with good communication, decision-making, leadership, presentation, interviewing, strategic thinking, conflict-resolution and map reading skills
- Ability to adapt to change
- Ability to work under pressure.

Deputy Manager: Field Logistics

**(One permanent position exists in the Census Operations division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 53/02/14HO)**

Key Performance Areas:

- Develop policies, procedures and co-ordinate processes for Census regarding field logistics management.
- Manage all field Logistics for Census project
- Develop and review training plans and training materials for field logistics staff
- Co-ordinate process for the specification for census project
- Liaise with stakeholders
- Manage staff and other resources.

Prerequisites:

- A three-year tertiary qualification in Social Sciences/Supply Chain Management or any other relevant field
- Training in project management, logistics management and training is essential
- At least five years experience in management of Survey/Census fieldwork, logistics management, processing, strategic management, project management and working with large teams
- Knowledge of South African Census taking, logistics management, Fieldwork and MS Office Suite
- A valid driver's license.

Person Profile: • This position will suit a person with: Good communication, leadership, strategic, analytical and lateral thinking skills • Ability to communicate with contractors at senior levels and to ensure decisiveness, creativity, improvement and quality orientation • Ability to manage people and work in a team • Willingness to work long hours, weekends and travel all over the country.

Provincial Training Officer
(One permanent position exists in the Eastern Cape Provincial Office)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 54/02/14EC)

Key Performance Areas: • Implement operational plans, policies, procedures and process mapping for training in the province. • Conduct maths 4 stats and Census at school based on teacher training manual and study guides • Provide inputs for maths 4 stats and census at school website • Develop and monitor the provincial training plan • Provide assistance on career guidance and publicity on careers in statistics and related fields to learners • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics • At least three years experience in a statistical environment • Knowledge of survey methodologies, 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 an innovative person with: • Good communication, report-writing, analytical, interpersonal and networking skills • Ability to work under pressure • Ability to handle multiple tasks and projects.

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

Closing date for applications: 28 February 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 170 De Bruin Park Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.

Enquiries: Kindly contact Mr. Collen Mokonyane or Obed Marubyane at (012) 310 0151/366 4604.

• **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.

• **KwaZulu Natal:** Post to the Human Resources Officer, Private Bag X 54337, Durban 4000 or hand-deliver at 85 on Field, 85 Joe Slovo Street, 4th Floor. **Enquiries:** Kindly contact Ms Futhi Mkhize at (031) 360 0600.

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