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.

Manager: Systems Support and Informatics
(One permanent position exists in the KwaZulu-Natal Provincial Office)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.:15/11/14KZN)

Key Performance Areas:
- Manage all NSSD, SIS and Geography activities and projects as conducted at provincial and regional level
- Identify provincial priorities and provide input into provincial development indicator framework
- Provide advocacy and stakeholder liaison to support the use of statistical and geographic information
- Support fieldwork planning and operations
- Communicate strategic issues.

Prerequisites:
- A three-year tertiary qualification in Statistics/Mathematics/Geography/Demography/Population studies/Economics
- Training in data analysis project management and report writing is essential
- Knowledge in Geography and GIS
- At least six years experience in a statistical environment
- Proven practical application of MS Office Suite
- A valid driver’s license.

Person Profile:
- This position will suit a person with: Good interpersonal, conceptual, analytical, communication, numerical, research, report writing and supervisory skills
- Ability to interpret statistical and geographical data
- Ability to pay attention to detail, take decisions and work under pressure.

Manager: Products Development and Analysis
(One permanent position exists in the Structural Industry Statistics (SIS) division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 16/11/14HO)

Key Performance Areas:
- Plan and manage the development and analysis of survey instruments and industry products
- Interact with stakeholders as required
- Ensure the development of survey instruments, processes and methods
- Perform highly specialised data analysis and evaluation to facilitate the development and maintenance of detailed standard operating procedures documents on all relevant activities
- Manage financial and human resources.

Prerequisites:
- A three-year tertiary qualification in Statistics/Econometrics/Economics
- A postgraduate qualification will be an added advantage
- Knowledge and experience of the statistical value chain (SVC), international classifications (industry and products), sampling, operational planning and project management
- Knowledge and experience in supervision and financial management
- At least six years experience in a statistical environment.

Person Profile:
- This position will suit a person with: Good interpersonal, conceptual, analytical, communication, numerical, research, report writing and supervisory skills
- Ability to interpret statistical and geographical data
- Ability to pay attention to detail, take decisions and work under pressure.
Manager: Governance and Policy Co-ordination
(One permanent position exists in the Corporate Governance division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.:17/11/14HO)

Key Performance Areas: ● Ensure development, initiation and revision of policies, procedures for the general operation of Governance and Policy component, the division, cluster as well as the organisation ● Manage and implement the compliance management plan ● Ensure that compliance, governance and policy workshops are conducted ● Manage and provide advice on organisational policies, procedures and standard within the organisation ● Manage human, financial and asset resources in the component.

Prerequisites: ● A three-year tertiary qualification in Public Administration/Management/Law/Internal Audit/Accounting ● Training in Governance, Risk and Compliance, and King 3 is essential ● At least six years working experience in governance, risk and compliance ● Knowledge of laws, regulations and standards, ethics, compliance framework and guidelines, risk management and governance.

Person Profile: ● This position will suit a person who has: ● Good leadership, analytical, interpersonal, planning, communication, and report writing skills ● Must take initiative, be assertive, reliable, diligent, decisive and independent ● Willingness to travel and work long hours.

Chief: Project Co-ordination and Integration Management Officer
(One permanent position exists in the Programme Office division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.:18/11/14HO)

Key Performance Areas: ● Provide strategic advice on the development and implementation of polices, plans, procedures, guidelines, standards, processes and templates for the component (Project Co-ordination and Integration Management) and develop and compile regular complex notes and reports ● Conceptualise, develop and facilitate project management training within the organisation ● Identify key Stats SA projects and provide project management expertise and build project management capabilities through facilitating project management processes of key Stats SA projects ● Conceptualise, develop, facilitate and analyse the annual integrated operational planning process for Stats SA ● Conceptualise, develop, facilitate and analyse the monthly integrated operational reporting process for Stats SA ● Render technical guidance and compile and provide integrated programme (operational) and project performance management information reports for the organisation and Management ● Provide on-the-job training and coach team members.

Prerequisites: ● A three-year tertiary qualification in Statistics/Econometrics combined with Management, Project Management or Total Quality Management. A postgraduate degree will be an added advantage ● At least six years extensive experience in statistics and statistical processes; project and operational planning, scheduling, implementation, management, monitoring and reporting; general management; document management, financial management and total quality management, as well as facilitation/training, analysis, interpretation, report writing and minute taking skills and experience ● Knowledge and experience in MS Office Suite as well as MS Project and Visio Standard ● A valid driver’s license.

Person Profile: ● This position will suit a person who: ● Is able to apply creative thinking in the design of and handling of multiple and complex tasks and projects, as well 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, team building skills and networking skills ● Has excellent organisational 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.
District Manager
(One permanent position exists in the Northern Cape Provincial Office: Francis Baard District)
(Salary level 12: R630 822 all-inclusive remuneration package per annum)
(Ref. No.: 19/11/14NC)
(NB. This position was previously advertised with Ref. No.: 05/06/14NC. Those who applied need not reapply)

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 tertiary qualification in Demography/Geography/Statistics/Mathematics/Social Studies
● At least three years of extensive operations management experience
● Knowledge of project management, survey methodologies, sampling techniques, map reading, report writing, financial and fleet management
● Knowledge of MS Office Suite.

Person Profile:
● This position will suit a person with: Good presentation, communication, interviewing, conflict-resolution and decision making skills
● An innovative and strategic thinker, assertive and team work orientated
● Ability to adapt to change
● Ability to pay attention to detail and quality
● Willingness to travel extensively and work long and irregular hours.

Deputy Manager: Communication, Marketing and Publicity
(One permanent position exists in the Gauteng Provincial Office)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 21/11/14GP)

Key Performance Areas:
● Develop operational plans, policies, procedures, standard operating procedure (SOP) for communication, marketing and publicity in the province
● Manage publicity for all surveys and Censuses within the province
● Manage and coordinate marketing, communication, and stakeholder relations in the province
● Manage staff and other resources.

Prerequisites:
● A three-year tertiary qualification in either Communication, Marketing, Public Relations or Journalism with statistics as an added advantage
● At least five years relevant experience of which 3 years should be at Assistant Director and 2 years at supervisory level
● Knowledge of strategic planning and project management is essential
● Proven general management and leadership skills is required
● Knowledge of MS Office Suite
● A valid and unendorsed driver’s license is a requirement.

Person Profile:
● This position will suit a person with:
● Good interpersonal, leadership, analytical, communication, customer orientation, financial, presentation, report writing and supervisory skills.
● Willingness to travel and work under pressure within targeted deadlines and long hours.

Principal: Project Co-ordination and Integration Management
(One permanent position exists in the Programme Office division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 22/11/14HO)

Key Performance Areas:
● Develop and implement policies, plans, procedures, guidelines, standards, processes and templates for the Project Co-ordination and Integration Management component
● Co-ordinate and facilitate project management training especially group work and assessments/assignments within the organisation
● Provide project management expertise and build project management capabilities through facilitating project management processes of key Stats SA projects
● Develop, facilitate and analyse the annual integrated operational planning process for Stats SA
● Develop, facilitate and analyse the monthly integrated operational reporting process for Stats SA
● Compile and provide integrated programme (operational) and project performance management information reports for the organisation and management.

Prerequisites:
● A three-year tertiary qualification in Statistics/Econometrics with Management, Project Management and Total Quality Management. A postgraduate degree will be an added advantage
● At least five
years in statistics and statistical processes, processes, project and operational planning, scheduling, implementation, management, monitoring and reporting; general management, document management, financial management, total quality management as well as facilitation/training, analysis, interpretation, report writing and minute taking skills and experience • Knowledge of and experience in MS Office Suite as well as MS Project and Visio Standard • A valid driver’s license.

Person Profile: This position will suit a person who: • Is able to apply creative thinking in the design of and handling of multiple and complex tasks and projects, as well 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, team building 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.

Deputy Manager: Fraud and Compliance
(One permanent position exists in the Corporate Governance division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 23/11/14HO)

Key Performance Areas: • Design, implement, facilitate and co-ordinate fraud awareness and prevention management practices as well as compliance awareness • Provide advice in fraud awareness and prevention management and develop policy, processes and standards for fraud and corruption awareness • Ensure conducting of investigation concerning complex and sensitive cases and research on best practice on fraud and corruption and incorporate in existing policies • Ensure investigation into incidents of noncompliance • Monitor the investigation of irregular and fruitless and wasteful expenditure and other financial misconduct • Liaise with private and state law enforcement agencies • Conduct assessment on root causes of fraud and noncompliance and oversee initiation of actions to resolve incidences of fraud and noncompliance.

Prerequisites: • A three-year tertiary qualification in Fraud Risk Management/Investigation/Internal Audit/Finance • Training in Project Management, management of criminal investigation, and fraud awareness and prevention is essential • At least five years experience in fraud awareness and prevention, management of criminal investigation, and fraud and corruption • Knowledge of human rights and patent, investigation methodologies, threat and risk assessments, and government broad transformation objectives • Knowledge of MS Office Suite • A valid driver’s license.

Person Profile: • This position will suit a person with: • Good communication, writing, presentation, negotiation, interpersonal and analytical skills • Ability to work under pressure, meet tight deadlines, work long hours and travel extensively.

Deputy Manager: Skills Planning and Generic Training
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 24/11/14HO)

Key Performance Areas: • Develop and implement workplace skills plan • Design a quality management system • Compile report on workplace skills plan • Manage human resources within the section • Manage financial resources.

Prerequisites: • A three-year degree/B Tech degree in Human Resource Development/Training Management • At least five years Human Resource Development experience • Knowledge of programme and process management, financial management and budgeting • Knowledge of Statistics and MS Office Suite.

Person Profile: • This position will suit a person with: • Good policy/strategy formulation and analysis, problem solving, client orientation, interpersonal and communication skills • Ability to work independently and under pressure • Willingness to travel and work long hours.
Deputy Manager: Training and Development (Survey Methodology)
(One permanent position exists in the Human Capital Development division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 25/11/14HO)

Key Performance Areas: ● Implement tactical/operational plans/policies, procedures, standard operating procedure (SOP) for the component ● Conduct advanced training and coordination of Survey Methodology to internal and external stakeholders ● Manage training programs and training delivery for Survey Methodology ● Ensure development of training materials for Survey Methodology courses ● Develop curriculum for a variety of training programs in Survey Methodology ● Provide guidance and technical support to postgraduate staff with research work for Survey Methodology ● Prepare and conduct Survey Methodology training assessment ● Supervise staff and ensure effective utilisation of resources.

Prerequisites: ● A three-year tertiary qualification in Mathematics ● An honours degree in Mathematics will be an added advantage ● Training as an assessor is essential ● Training on Outcome Based Education ● At least five years experience in the field of training and development ● Experience in writing materials according to SAQA and NQF regulations ● Experience in working on cross-cutting projects ● Knowledge of Statistics/Mathematics and MS Office Suite.

Person Profile: ● This position will suit a person with: ● Good interpersonal, communication, organising, research and presentation skills ● Ability to multitask, work under pressure within tight deadlines and work long hours.

Deputy Manager: Performance Management
(One permanent position exists in the Human Resource Management division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 26/11/14HO)

Key Performance Areas: ● Develop policies, procedures and plans for the Performance Management unit ● Monitor implementation as well as ensure improvement of systems and process ● Manage the performance contracting process ● Manage the quarterly and bi-annual performance review process ● Manage the final performance assessment process ● Manage the probation reporting process ● Provide advice and respond to user needs and queries ● Supervise allocated team as well as ensure that reporting requirements are met.

Prerequisites: ● A three-year tertiary qualification in Human Resource Management ● Training in PERSAL System and MS Excel is essential ● At least five years relevant experience ● Knowledge of technical skills in performance management ● Knowledge of applicable regulatory frameworks and public sector ● Knowledge of MS Office Suite.

Person Profile: ● This position will suit a person with: ● Good communication, interpersonal relations, customer service and supervisory skills ● Ability to handle high work volumes ● Ability to work under pressure, meet tight deadlines, work long hours and travel extensively.

Assistant Manager: Performance Management
(One permanent position exists in the Human Resource Management division at Head Office, Pretoria)
(Salary level 9: R270 804 per annum)
Key Performance Areas: ● Provide inputs in the development and implementation of legislative policies, procedures, plans, systems and processes ● Execute the performance contracting process ● Execute the quarterly and bi-annual performance process ● Execute the final performance assessment process ● Execute the probation reporting process ● Respond to user needs and queries ● Supervise junior officers and provide reports.

Prerequisites: ● A three-year tertiary qualification in Human Resource Management ● Training in PERSAL System and MS Excel is essential ● At least three years relevant experience ● Knowledge of technical skills in performance management ● Knowledge of applicable regulatory frameworks and public sector ● Knowledge of MS Office Suite.

Person Profile: ● This position will suit a person with: ● Good communication, interpersonal relations, customer service and supervisory skills ● Ability to handle high work volumes ● Ability to work under pressure, meet tight deadlines, work long hours and travel extensively.

Assistant Manager: Organisation Development and Design
(One permanent position exists in the Human Resource Management division at Head Office, Pretoria)
(Salary level 9: R270 804 per annum)
(Ref. No.: 28/11/14HO)

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 and 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 communication, interpersonal relations, customer service and supervisory skills ● Ability to handle high work volumes ● Ability to work under pressure, meet tight deadlines, work long hours and travel extensively.

Assistant Manager: District Co-ordination
(Two permanent positions exist in the North West Provincial Office: (Mmabatho District: 29/11/14NW and Vryburg District: 30/11/14NW)
(Ref. No.: 28/11/14NW)
(Salary level 9: R270 804 per annum)

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

Prerequisites: ● A three year tertiary qualification in Office Administration or related field ● Training in Logis and Bas is essential ● Understanding of project management and statistical products is essential ● At least three years experience in general office administration ● Knowledge of MS Office Suite.

Person Profile: ● These positions will suit persons who have: ● Good interpersonal, communication, organising and customer service skills ● Ability to cope under pressure and meet deadlines ● Willingness to work long hours.

Assistant Manager: District Co-ordination
(One permanent position exists in the Mpumalanga Provincial Office: Nelspruit)
Key Performance Areas: ● Market Statistics South Africa’s (Stats SA’s) products amongst stakeholders ● Disseminate Stats SA’s products and services ● Maintain the resource centre and publications ● Manage the information section ● Install software at all government departments, municipalities and academic institutions ● Train staff at departments and municipalities on the use of software.

Prerequisites: ● A three year tertiary qualification in Marketing/Geography/Mathematics/Statistics/Information Technology ● Training in Supercross, communication, library and manipulation of large datasets is essential ● At least three years experience in library/information service ● Experience in understanding Stats SA’s products in order to locate, extract and convey information meaningfully to users ● Experience in information skills and public relations ● 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, presentation, numerical, analytical, organisational and conceptual skills ● Ability to work under pressure ● Willingness to work long hours.

District Survey Coordinator
(One permanent position exists in the KwaZulu-Natal Provincial Office: Ilembe District)
(Ref. No.: 32/11/14KZN)
(One permanent position exists in the Limpopo Provincial Province: Vhembe District)
(Ref. No.: 33/11/14LP)
(Salary Level 9: R270 804 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 Management, 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.

Assistant Manager: Labour Relations
(One permanent position exists in the Human Resource Management division at Head Office, Pretoria)
(Salary level 9: R270 804 per annum)
(Ref. No.: 34/11/14HO)

Key Performance Areas: ● Conduct grievance processes ● Handle disciplinary matters ● Facilitate appeals against the outcomes of the disciplinary proceedings ● Deal with disputes and labour unrest ● Co-ordinate and compile case management issues.

Prerequisites: ● A three-year tertiary qualification in Human Resource Management/Industrial and Organisational Psychology/Labour Relations/Labour Law ● Training in management of conflict, law of evidence, handling negotiations and understanding the employment contract is essential ● At least three years relevant experience ● Knowledge of Human Resource Management, Labour Relations, Law of Evidence and interpretation of statutes.
**Person Profile:** This position will suit a person with: • Good communication, writing, assertive, counselling, facilitation, interpersonal, customer service and diplomacy skills • Ability to manage power • Ability to work under pressure, meet tight deadlines, work long hours and travel extensively.

**Fraud and Compliance Officer**  
(Two permanent positions exist in the Corporate Governance division at Head Office, Pretoria)  
(Salary level 9: R270 804 per annum)  
(Ref. No.: 35/11/14HO)

**Key Performance Areas:**  
• Facilitate and co-ordinate fraud awareness and prevention management practices  
• Provide inputs into the fraud awareness and prevention policy, processes and standards for fraud awareness  
• Conduct investigations concerning complex and sensitive cases  
• Conduct assessments on root causes of fraud  
• Liaise with private and state law enforcement agencies  
• Prevent and investigate irregular, fruitless and wasteful expenditure  
• Prepare relevant data and information and write reports concerning cases under investigation.

**Prerequisites:**  
• A three-year tertiary qualification in Fraud/Risk Management/Investigation/Criminal Law/Internal Audit/Accounting  
• Training in Project Management, management of criminal investigation, and fraud awareness and prevention is essential  
• At least three years experience in fraud awareness and prevention, management of criminal investigation, and fraud and corruption  
• Knowledge of human rights and patent, investigation methodologies, threat and risk assessments, and government broad transformation objectives  
• Knowledge of MS Office Suite  
• A valid driver’s license.

**Person Profile:** This position will suit a person with: • Good communication, writing, presentation, negotiation, interpersonal and analytical skills • Ability to work under pressure, meet tight deadlines, work long hours and travel extensively.

**Provincial Security Co-ordinator**  
(One permanent position exists in the Limpopo Provincial Office)  
(Salary Level 9: R270 804 per annum)  
(Ref: No.: 36/11/14LP)

**Key Performance Areas:**  
• Co-ordinate, monitor and ensure compliance relating to security processes and procedures  
• Provide and co-ordinate physical security function in the province  
• Provide effective occupational health and safety functions in the province  
• Conduct investigations on security related matters  
• Provide effective information security compliance in the province  
• Liaise with stakeholders.

**Prerequisites:**  
• A three-year tertiary qualification in Law Enforcement/Security Management  
• Training in security management, security appraisals, security investigations and project management is essential  
• State Security Agency Management / Advisor Course will be an added advantage. At least three years experience in security management, security investigation and assessment  
• Supervisory experience will be an advantage  
• Knowledge of security administration, investigation methodologies, information security audits as well as conducting threat and risk assessments  
• Knowledge of MS Office Suite and presentation skills  
• A valid driver’s license will be an added advantage.

**Person Profile:** This position will suit a person with: • Good communication, conflict management, interpersonal, co-operative, assertive and high integrity character • Ability to work long hours and travel extensively. The candidate will be subjected to a Top Secret Clearance process.
Provincial Quality Monitor
(Two permanent positions exist in the Western Cape Provincial Office: [George District: 38/11/14WC and Metro District: 39/11/14WC])
(Salary level 8: R227 802 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 internal and external stakeholders.

Prerequisites: ● A three-year tertiary qualification in Quality Management/Statistics/Geography or a related field ● Work experience in fieldwork operations ● At least two years’ experience in quality management ● Training in quality management is essential ● A valid driver’s licence.

Person profile: This position will suit a person with: ● Good interpersonal and presentation skills ● The ability to meet deadlines and work independently, as well as part of a team ● The willingness to travel and work long hours.

Business Register Statistician
(One permanent position exists in the Business Register division at Head Office, Pretoria)
(Salary level 8: R227 802 per annum)
(Ref. No.: 40/11/14HO)

Key Performance Areas: ● Compile operational plan, Business Register Survey plan and documentation of work processes ● Liaise with stakeholders ● Compile and disseminate periodic business register and survey reports ● Perform in-depth ‘economic industry sector’ (i.e. in all SIC digit levels) quality analysis and document quality gaps ● Identify and recommend appropriate BSF quality improvement methodology that is scientific, cost effective and internationally accepted ● Design and develop the collection tools and sample for the Business Register Survey.

Prerequisites: ● A three-year tertiary qualification in Statistics/Economics/Business Economics ● At least two years working experience in South African Business Register or Economics Statistics/Analysis production environment ● Knowledge of MS Office Suite, SAS program, research methodologies, data mining and data interpretation.

Person Profile: ● This position will suit a person with: ● Good communication, report writing, analytical, organising, presentation and problem solving skills ● Ability to cope with a demanding work schedule.

Soft Skills Training Officer
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)
(Salary level 8: R227 802 per annum)
(Ref. No.: 41/11/14HO)

Key Performance Areas: ● Develop soft skills training materials ● Provide soft skills training interventions in line with identified personal development plan requirements ● Conduct learner assessment and evaluation on soft skills training ● Conduct evaluation of soft skills training materials ● Co-ordinate soft skills training programmes ● Capture training needs on skills database ● Supervise staff.

Prerequisites: ● A three-year tertiary qualification in Human Resource Development/Training Management ● Training in skills development facilitator, assessor, and moderator is essential ● At least two years experience in training and development ● Knowledge of education (OBE), training and development.

Person Profile: ● This position will suit a person with: ● Good communication, interpersonal and presentation skills ● Ability to multitask and to be versatile ● Ability to work under pressure and meet tight deadlines ● Willingness to work long hours and over weekends.

Training and Development Officer (Economics)
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)
(Salary Level 8: R227 802 per annum)
(Ref. No.: 42/11/14HO)

Key Performance Areas: ● Implement tactical/operational plans/policies, procedures, standard operating procedure (SOP) for the component ● Conduct training of Economics/Statistics to internal and external
Training and Development Officer (Demography)
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)
(Salary Level 8: R227 802 per annum)
(Ref. No.: 43/11/14HO)

Key Performance Areas: ● Implement tactical/operational plans/policies, procedures, standard operating procedure (SOP) for the component ● Conduct Demography training to internal and external stakeholders ● Implement training programs for Demography ● Develop training materials for Demography courses ● Participate in developing curriculum for a variety of training programs in Demography ● Conduct learner assessment and evaluation on Demography training ● Provide guidelines and technical support to postgraduate staff with research work for Demography.

Prerequisites: ● A three-year tertiary qualification in Demography ● An Honours degree in Demography will be an added advantage ● Training as an assessor is essential ● At least two years experience in the field of training and development ● Experience in working on cross-cutting projects ● Knowledge of Demography/Statistics and MS Office Suite.

Person Profile: ● This position will suit a person with: ● Good interpersonal, communication, organising, research and presentation skills ● Ability to multitask, work under pressure within tight deadlines and work long hours.

Training and Development Officer (Statistics)
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)
(Salary Level 8: R227 802 per annum)
(Ref. No.: 44/11/14HO)

Key Performance Areas: ● Implement tactical/operational plans/policies, procedures, standard operating procedure (SOP) for the component ● Conduct training of Statistics to internal and external stakeholders ● Implement training programs for Statistics ● Develop training materials for Statistics courses ● Participate in developing curriculum for a variety of training programs in Statistics ● Conduct learner assessment and evaluation on Statistics training ● Provide guidelines and technical support to postgraduate staff with research work for Statics.

Prerequisites: ● A three-year tertiary qualification in Statistics ● An Honours degree in Statistics will be an added advantage ● Training as an assessor is essential● At least three years experience in the field of training and development ● Experience in working on cross-cutting projects ● Knowledge of Statistics/Mathematics and MS Office Suite.

Person Profile: ● This position will suit a person with: ● Good interpersonal, communication, organising, research and presentation skills ● Ability to multitask, work under pressure within tight deadlines and work long hours.

Training and Development Officer (Geography)
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)
(Salary Level 8: R227 802 per annum)
(Ref. No.: 45/11/14HO)

Key Performance Areas: ● Implement tactical/operational plans/policies, procedures, standard operating procedure (SOP) for the component ● Conduct training of Geography to internal and external stakeholders ● Implement training programs for Geography ● Develop training materials for Geography courses ● Participate in developing curriculum for a variety of training programs in Geography ● Conduct learner assessment and evaluation on Geography training ● Provide guidelines and technical support to postgraduate staff with research work for Geography.

Prerequisites: ● A three-year tertiary qualification in Geography ● An Honours degree in Geography will be an added advantage ● Training as an assessor is essential ● At least three years experience in the field of training and development ● Experience in working on cross-cutting projects ● Knowledge of Geography and MS Office Suite.

Person Profile: ● This position will suit a person with: ● Good interpersonal, communication, organising, research and presentation skills ● Ability to multitask, work under pressure within tight deadlines 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: 12 December 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 Marubyan at (012) 310 4604/366 0151.

● **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 Funeka Ntsiko at (053) 802 6833.

● **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.

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

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

● **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.

● **Limpopo**: Post to the Human Resources Officer, Private Bag X 9441, Polokwane, 0700 or hand-deliver at 29 Bodenstein Street, Corporate Park Building, Polokwane

**Enquiries**: Kindly contact Mr Tlaka Collins at (015) 295 3300.

● **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.

● **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.

Due to the pending Post Office strike, applicants are encouraged to hand-deliver their applications at the nearest Stats SA office.

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