

**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 policies, 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 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.

**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)**

(Ref. No.: 27/11/14HO)

**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)**

**(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.

**Marketing and Information Officer**

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

**(Salary level 9: R270 804 per annum)  
(Ref. No.: 31/11/14MP)**

**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

stakeholders • Implement training programs for Economics • Develop training materials for Economics courses • Participate in developing curriculum for a variety of training programs in Economics • Conduct learner assessment and evaluation on Economics training • Provide guidelines and technical support to postgraduate staff with research work for Economics.

**Prerequisites:** • A three-year tertiary qualification in Economics • An Honours degree in Economics 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 Economics/ Econometrics/ 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 (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.

**Training and Development Officer (Mathematics)  
(One permanent position exists in the Human Capacity Development division at Head Office, Pretoria)  
(Salary Level 8: R227 802 per annum)  
(Ref. No.: 46/11/14HO)**

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

**Prerequisites:** • A three-year tertiary qualification in Mathematics • An Honours degree in Mathematics 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.

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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 Marubyane 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, 5<sup>th</sup> 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, 3<sup>rd</sup> 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.**