

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: Integrative Analysis

**(One permanent position exists in the Survey Operations division at Head Office, Pretoria)
(Salary level 13: R864 177 all-inclusive remuneration package per annum)
(Ref: No.: 20/10/15HO)**

Key Performance Areas: • Ensure the development of policy, plans, procedures, methods, and processes in the component • Manage and supervise staff • Engage stakeholders • Ensure identification and co-ordination of projects pertaining to data assessment • Ensure identification and co-ordination of projects pertaining to emerging socio-economic issues • Ensure identification and co-ordination of projects pertaining to population and spatial development issues.

Prerequisites: • A three-year degree in Statistics/Economics/Demography/Social Sciences • A post graduate qualification will be an added advantage • At least six years experience in data and statistical analysis, data integration and management • Proven extensive experience and skills in statistical processes and programmes • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person with: • Good inter-personal, leadership, presentation, communication, facilitation, analysing, report writing, organising and data integration skills • Ability to apply creative thinking in the design and handling of multiple and complex tasks • Ability to appreciate diversity • Ability to work under pressure and long hours.

Manager: Financial Management

**(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 13: R864 177 all-inclusive remuneration package per annum)
(Ref: No.: 21/10/15HO)**

Key Performance Areas: • Manage the financial management component of the department • Compile the submission of MTEF • Compile the submission of the AENE and ENE to National Treasury • Compile the submission of In Year Monitoring of expenditure • Monitor expenditure against the budget allocated • Compile the submission of Rollover requests • Compile submission of cash flow projection to Treasury • Training of Budget Managers • Manage staff and other resources of the component.

Prerequisites: • A three-year tertiary qualification in Finance • Knowledge in either BAS/Persal/PFMA/Treasury Regulations/Public Services Regulations/Project and Programme Management/Advanced Management Development Programme is essential • At least six years experience in basic accounting and budget • Knowledge of financial management, budgeting and reporting especially in a public sector environment • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, interpersonal, analytical, problem-solving, communication, numerical and decision-making skills.

Manager: Financial Accounting
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 13: R864 177 all-inclusive remuneration package per annum)
(Ref: No.: 22/10/15HO)

Key Performance Areas: • Ensure the development and implementation of strategies, policies, plans, procedures and guidelines for Financial Accounting • Oversee processing of salaries and other allowances/maintenance of suspense accounts PAYE reconciliation • Ensure sound management of the debt collection process and related control/suspense account • Ensure effective management and control of general ledger accounts • Liaise and provide advice to stakeholders on financial related issues • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Finance/Business Management • Knowledge in either BAS/Vulindlel/Persal/ PFMA/Treasury Regulations/Standard Chart of Accounts is essential • At least six years experience in a finance environment of which three years must be on management level • Knowledge of accounts payable, accounting principles, philosophy, financial analysis, computerised financial and business administration • Knowledge of MS Office Suite.

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

Principal Survey Statistician
(One permanent position exists in the Private Sector Financial Statistics division at Head Office, Pretoria)
(Salary Level 11: R569 538 per annum) (Ref. No.: 23/10/15HO)

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

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

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

Principal Systems Analyst
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 11: R569 538 all-inclusive remuneration package per annum)
(Ref. No.: 24/10/15HO)

Key Performance Areas: • Implement stakeholder strategies, frameworks, policies, procedures and standards • Facilitate and analyse business requirements and produce user requirement specifications • Ensure designing of complex relational databases • Design complex and quality integrated systems and applications • Train users • Ensure testing of integrated applications • Facilitate production and implementation of applications • Ensure provision of user support • Supervise staff and management systems project.

Prerequisites: • A three-year degree in IT or related field • At least five years business or systems analysis experience including business process management • Knowledge of business, systems and data architectures, business process modelling techniques, advanced database design and data modelling, database querying, risk management, IT governance and project management • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person who has: Good communication, presentation, analytical, problem-solving, interpersonal and decision-making skills • Ability to work independently as well as in a team • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Deputy Manager: Facilities Management, Logistics and Security
(One permanent position exists in the Limpopo Provincial Office: Polokwane)
(Salary Level 11: R569 538 all-inclusive remuneration package per annum)
(Ref. No.: 25/10/15LP)

Key Performance Areas: • Develop tactical/operational plans, policies, procedures, process mapping and standard operating procedures (SOP) for FMLS section in the province • Manage logistics function for the province • Manage facilities function for the province • Manage security services for the province • Liaise with stakeholders • Manage staff and other resources.

Prerequisites: • A three-year degree in Supply Chain Management/Business Administration/Logistics/Fleet Management • Knowledge in either Supply Chain Management/ Facilities Management/Risk Management/ Asset Management/Project Management/Financial Management is essential • At least five years proven experience in office administration and/or logistics • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person with: • Good communication, leadership, organisational, accuracy, report-writing and assertiveness skills • Ability to multi-task and work under pressure • Willingness to travel and work long hours.

Database and Application Server Administrator
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 26/10/15HO)

Key Performance Areas: • Administer and optimise database and application servers as well as related components • Design, develop, implement, monitor, maintain and performance-tune databases • Maintain appropriate end-user database access control levels • Provide technical support and resolve issues or problems • Conduct research into latest technology and trends.

Prerequisites: • A three-year Bachelor's degree in Information Systems/Computer Science or National Diploma in Information Technology • A DBA certificate will be an added advantage • Understanding of relational databases, database structures, theories, principles, and practices • At least three years working technical experience in building, installing, configuring and supporting database and application servers • Hands-on database tuning and troubleshooting experience • Knowledge of server performance tuning and monitoring tools • Knowledge of storage technologies and server security • Knowledge of systems development life cycle methodologies.

Person Profile: This position will suit a person who is: • Highly self-motivated, goal-driven, hardworking, persistent, innovative and dedicated • Ability to work under pressure • Willingness to travel and work long hours.

Systems Developer
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 27/10/15HO)

Key Performance Areas: • Participate in gathering and analysis of user requirements • Develop, maintain and run update procedures on databases from external sources • Develop, maintain and extract procedures on databases and existing applications to provide to users • Participate in the design of complex high-quality applications and relational database • Develop applications • Test applications • Develop user manuals and train users on applications • Provide user support and maintenance of existing projects.

Prerequisites: • A three-year diploma/degree in Information Technology or related field • At least three years experience in programming • Relevant working experience with HTML5/XHTML PHP, ASP.Net, MVC, CSS3/Bootstrap, JavaScript/jQuery and Knockout/AngularJS • Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL • Experience in content management systems troubleshooting will be an added advantage • Knowledge of Linux Administration and

troubleshooting will be an added advantage • Experience in mobile platform development will be an added advantage.

Person Profile: • This position suit a person who has: Good communication, presentation, analytical, problem-solving, interpersonal and decision-making skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Assistant Manager: Multi-disciplinary Compilation
(One permanent position exists in the Publication Services division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 28/10/15HO)

Key Performance Areas: • Co-ordinate compilation process of annual and quarterly publications • Conduct research and write articles for statistical monthly newsletter • Perform quality assurance of statistical releases, reports and clearance documents • Provide inputs on the standard for statistical releases • Monitor compliance on statistical releases standards • Assist in the development of procedures and guidelines for compilation of publications • Provide inputs on the development of statistical writing skills course material and assist in offering training on statistical writing to survey areas • Supervise staff.

Prerequisites: • A three-year BA degree or National Diploma in Language Practice/Linguistics/Communication/Journalism or related fields with majors in English and basic knowledge in Statistics • At least three years relevant working experience in the field of publishing, project management, compilation, editing and proofreading • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, writing, organising, planning, decision-making, analytical, numerical and facilitation skills • Ability to pay attention to detail • Ability to work under pressure and meet deadlines.

Information Security Compliance Officer
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 29/10/15HO)

Key Performance Areas: • Provide input in the development of policies, procedures and plans relating to the administration of security in the organisation • Monitor and evaluate compliance to physical security • Promote adherence to personnel security • Conduct assessment on compliance to information security • Provide ICT security compliance services to the organisation • Liaise with stakeholders • Conduct training to promote capacity building.

Prerequisites: • A three-year degree in Security Risk Management/Law Enforcement • Knowledge in either SANAI/NIA/SSA Security Management/Defence Intelligence/Project Management/Risk Management/Forensic Investigation/Information Security/Counter Intelligence is essential • At least three years experience in Counter Intelligence, auditing, security investigations and assessments • Knowledge of information security audits, risk assessments, investigation methodology, threats and risk assessment, disposal of classified information, security appraisals, etc • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, negotiation, conflict management and analytical skills • Ability to work under pressure • Willingness to travel and work long hours.

Assistant Manager: State Accountant (Financial Advisory Support)
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 30/10/15HO)

Key Performance Areas: • Oversee the compilation of financial policies, procedures, practice notes and instructions • Ensure that internal controls are implemented and adhered to by monitoring and reporting on compliance to policies, procedures, practices notes and instructions at head office and provincial offices • Oversee the prevention, identification, reporting and investigation of financial misconduct as well as unauthorised, irregular or fruitless and wasteful expenditure • Ensure that recommendations on damages and

loss cases are executed • Monitor and report on cash management in the provincial and district offices • Liaise with stakeholders in respect of better service delivery • Manage the development and empowerment of Financial Advisory Services staff.

Prerequisites: • A three-year Financial degree majoring in Accounting/Auditing • Knowledge in either Audit/Fraud Prevention/Supply Chain Management/ BAS/LOGIS/Persal/Risk Management is essential • At least three years experience in an accounting environment of which one year must be in supervision • Knowledge of PFMA, Treasury Regulations, financial management, internal control, project management and the use of spreadsheets • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, logical, analytical, planning, supervisory and writing skills • Willingness to travel and work long hours.

District Survey Coordinator

(One permanent position exists in the KwaZulu-Natal Provincial Office: Uthukela District)

(Ref. No.:31/10/15KZN)

(Two permanent positions exist in the Limpopo Provincial Office: Waterberg District [Ref. No.: 32/10/15LP] & Vhembe District [33/10/15LP])

(Salary Level 9: R289 761 per annum)

Key Performance Areas: • Implement district operational plans procedures, process mapping, standard operating procedures (SOP) and implementation of policies in the district office for fieldwork in the district • Coordinate listing and updating of dwelling units in sampled PSU • Conduct training for projects in the district office • Implement fieldwork data collection for projects in the district • Supervision of staff and other resources • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Social Sciences/Geography/Demography/Public Administration or related field • Knowledge in either sampling techniques/survey methodology/labour relations/project management is essential • 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: • These positions will suit persons with: • Good interpersonal, communication, interviewing, leadership, report writing, decision making, map reading and presentation skills • A strategic, assertive and innovative thinker and team player with diversity awareness • Ability to adapt to change • Willingness to travel and work long hours • Ability to work under pressure to meet deadlines and in challenging terrains.

IT Technician

(One permanent position exists in the Limpopo Provincial Office: Polokwane District)

(Salary Level 9: R289 761 per annum)

(Ref. No.: 34/10/15LP)

Key Performance Areas: • Install software, hardware and monitoring of LAN and WAN functionality in the province and district office • Provide training on hardware and software • Maintain ITC assets register • Liaise with head office with regard to new needs and maintenance thereof • Upgrade and repair hardware and software in the province • Maintain the server in the province and district office.

Prerequisites: • A three-year tertiary qualification in Computer Networking/Information Technology • A certificate in A+ and N+, Microsoft Certified Systems Engineering, Certified Network Engineer is essential • At least three years relevant experience in the IT environment • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person with: Good communication, interpersonal, planning and writing skills with a strong client focus • Ability to work independently and under pressure • Willingness to travel and work long hours.

Assistant Manager: Monitoring and Control
(One permanent position exists in the HRM&D division at Head Office, Pretoria)
(Salary Level 9: R 289 761 per annum)
(Ref. No.: 35/10/15HO)

Key Performance Areas: • Provide input in the development of policies and procedures for the Monitoring and Control component • Participate in the design and development of monitoring and control plans, systems and tools for the component • Conduct analyses on the application of HRM policies, procedures and plans • Monitor the HR audit systems to improve audit readiness • Conduct exit interviews with permanent staff • Provide assistance during MPAT • Supervise staff.

Prerequisites: • A three-year degree in Human Resources Management/Public Management/Industrial Psychology or related field • Knowledge in either monitoring and evaluation/quality management is essential • At least three years experience in HRM, and monitoring and evaluation • Knowledge of HRM policies and procedures and relevant regulatory frameworks • Facilitate/implement management of strategy monitoring systems, financial and administrative management, and performance management • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: Good communication, report writing, research, interviewing, leadership, strategic thinking and analytical and conflict-resolution skills • Willingness to travel.

Economist
(One permanent position exists in the Economic Analysis and Research division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum)
(Ref. No.: 36/10/15HO)

Key Performance Areas: • Compile estimates, research documents and reports, and government statistics • Compile a detailed operational plan • Perform advanced analysis and editing • Assist in the development of quality standards • Assist in the development of guidelines and specifications • Compile training manuals • Participate in stakeholder meetings • Maintain detailed sources and methods documentation.

Prerequisites: • A three-year Bachelor's degree in Economics/Accounting/Econometrics • Knowledge in either Systems of National Accounts/GFS/SEEA and related international accredited guidelines and methodologies from IMF/OECD and UN is essential • At least two years relevant working experience • Knowledge of SEEA-W, SEEA-E, TSA: RMF, GFS and IRTS • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, communication, planning, numerical, analytical and problem-solving skills • Ability to work independently and in a team • Ability to work under pressure • Willingness to work long hours.

Senior Multi-disciplinary Compilation
(One permanent position exists in the Publication Services division at Head Office, Pretoria)
(Salary Level 8: R243 747 per annum)
(Ref. No.: 37/10/15HO)

Key Performance Areas: • Facilitate the compilation and the production of publications according to industry standards • Provide layout services for all multi-disciplinary publications • Co-ordinate and produce statistical monthly newsletter and writing of articles • Promote the usage of standard on all statistical documents by editing (statistical releases, reports and clearance documents) • Build effective relations with internal stakeholders to ensure timely delivery of publications • Implement policy, plans, procedure, process and guidelines for multi-disciplinary compilations.

Prerequisites: • A three-year tertiary qualification (BA or National Diploma) in Language Practice/Linguistics/Communication/Journalism or related fields with majors in English and basic knowledge in Statistics • At least two years relevant working experience in the field of publishing, project management, compilation and editing • Publications layout skills will be an added advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, presentation, writing, organising, analytical, numerical, and decision-making skills • Ability to pay attention to detail • Ability to work under pressure and meet deadlines.

Survey Statistician
(One permanent position exists in the KZN Provincial Office)
(Salary level 8: R243 747 per annum)
(Ref. No.: 38/10/15KZN)

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

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

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

Survey Statistician
(Two permanent positions exist in the Poverty and Inequality Statistics division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum)
(Ref. No.: 39/10/15HO)

Key Performance Areas: • Provide inputs in the development and implementation of tactical and operational plans for the component • Participate in the development of content for poverty and expenditure surveys • Participate in development and testing survey methodology, procedures and processes for poverty and expenditure surveys • Analyse data towards the publication of statistical releases, reports and products • Record all activities and outputs related to content development and research and compile metadata • Liaise and provide support to stakeholders.

Prerequisites: • A three-year degree in Economics/Econometrics/Statistics/Social Science/Research Methods/Demography/Development Studies or related field • Knowledge in statistical software packages (e.g. SAS or another statistical software packages) is essential • At least two years working experience and exposure to analysis of data, writing reports and/or research • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good research, analytical, communication and presentation skills • Ability to handle multiple and complex tasks • Ability to work under pressure • Willingness to travel and work long hours.

Senior Survey Methodology Officer
(One permanent position exist in the Demography division at Head Office, Pretoria)
(Salary level 8: R243 747 per annum)
(Ref. No.: 40/10/15HO)

Key Performance Areas: • Implement operational plans policies, procedures, process mapping and standards operating procedures (SOP) for survey research and methodology projects • Conduct the mapping of survey methodologies • Conduct survey content and operations research. • Supervision of staff and other resources for survey research and methodology projects • Provide support on survey content training, analysis and product development • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Statistics/Survey Methodology or related Social Science field • Knowledge in the use of the SAS statistical software packages to manipulate datasets and perform statistical analysis is essential • At least two years relevant working experience in qualitative and quantitative methods of population and social statistics research • Knowledge of Census and Survey processes in Statistics South Africa • Knowledge of business process architecture, mapping, modelling, and redesign.

Person profile: • This position will suit a person with: • Good communication, writing, organising, prioritising, decision-making, time management and quantitative data analysis skills • Ability to work under pressure • Ability to pay attention to detail and quality of work • Willingness to travel.

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

Closing date for applications: 16 October 2015 at 16h00

Required documents: A signed Z83 application form • Detailed CV with contact details of three recent references • Certified copies of qualifications and Identity Document. NB: Applicants risk being disqualified for failing to submit all the required documents as indicated above.

Important note: If you do not hear from us within three months of the closing date, please regard your application as unsuccessful • Correspondence will be entered into with short-listed candidates only • Statistics South Africa reserves the right not to make an appointment • Appointment is subject to security clearance, the signing of a performance agreement or plan, verification of the applicant's documents and reference checking • Applications received after the closing date will not be considered • Please clearly indicate the reference number of the position you apply for in your application. If you apply for more than one position, submit separate applications.

• **Head Office, Pretoria:** Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 167 Delta Heights Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.

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

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

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

• **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.

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

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