



The South Africa I know, the home I understand

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies:

- Intellectual capability to lead the scientific work of statistics
- Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public
- Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness
- Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear of favor)
- Administrative competence: The ability of bringing it all together.

Field Operations Manager
(One permanent position exists in the Limpopo Provincial Office)
(Salary Level 13: 819 126 all-inclusive remuneration package per annum)
(Ref. No.: 01/08/14LP)

Key Performance Areas:

- Ensure the development of strategic, tactical/operational plans, policies, procedures, process mapping and standards operating procedure (SOP) for Field Operations in the province
- Manage integrated Fieldwork Operations for all surveys and Census
- Ensure and promote good governance in the area of Fieldwork Operations
- Manage staff and other resources
- Liaise with stakeholders.

Prerequisites:

- A three-year tertiary qualification in Statistics/Mathematics/Social Sciences/Demography
- Training in sampling techniques, survey methodology and project management is essential
- Knowledge of map reading, financial and risk management
- At least six years experience in Fieldwork Operations management
- Knowledge of MS Office Suite
- A valid driver's license.

Person Profile:

- This position will suit a person with:
- Good interpersonal, interviewing, leadership, analytical, communication, conflict resolution, presentation, decision-making, report writing and supervisory skills.

Chief Systems Analyst
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 02/08/14HO)

Key Performance Areas:

- Supervise and interact closely with users to identify business needs, costs (budget) and benefits of implementing a solution
- Develop and implement policies, procedures and standards
- Collaborate with IT resources and a variety of end users to ensure technical compatibility and user satisfaction
- Devise and document a general system design based on the users' anticipated requirements
- Compile detailed design documents and project plans for systems, using charts and diagrams that indicate the various steps involved and describe the system in ways that the user can understand
- Prepare detailed system requirement specification documents for application configuration setup and implementation of programs
- Design and develop application setup specifications
- Work with and supervise other IT resources in planning, designing and developing project plans to meet the needs of users
- Implement configurations and test applications
- Compile hardware specifications and tender specifications when required
- Compile proposals for a modified or replacement system
- Maintain (including performance management and proactive defect prevention) as well as troubleshoot in-house software systems on an ongoing basis
- Provide technical and administrative support for these applications
- Co-ordinate with all involved parties (development teams, network operations, etc) to ensure successful upgrades/modifications to production systems as per defined

change management procedures • Perform appropriate tests, pre and post implementation activities • Ensure that all products/systems meet all set quality assurance standards as set forth by the organisation prior to modifications/upgrades to production environments • Set up pilot projects for the introduction of new applications • Prepare detailed project documentation, statistical and management reports, and operational procedures • Train, mentor and transfer skills.

Prerequisites:• A three-year tertiary qualification in Computer/Information Technology/Mathematics or a related field • A postgraduate qualification and experience in Project and Programme Management will be an added advantage • At least six years experience in co-ordinating the design, implementation, operations and maintenance of complex information systems • Experience in developing and overseeing large centralised and distributed institutional systems • Experience in business and systems analysis • Experience in full systems development lifecycle methods • Experience in relational database concepts • Experience in providing database support in MS Windows 2000 Advanced Server/Workstation environment • Knowledge of analytical development methodology (Microsoft Solutions Framework)• Extensive knowledge of .NET, ASP, HTML, XML,VB and Java Script environments, business objects development, support knowledge and COM components (distributed applications) • Experience in IT Project Management will be an added advantage.

Person Profile:• This position will suit a person who has: • Good writing, presentation, communication and interpersonal skills • Ability to apply creative thinking in the design of methods for processing information with information technology systems • Ability to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions • Ability to develop effective solutions • Ability to write technical reports • Ability to work under pressure • Willingness to work long hours.

Specialist Systems Developer
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary level 13: R819 126all-inclusive remuneration package per annum)
(Ref. No.: 03/08/14HO)

Key Performance Areas: • Responsible for the development and maintenance of frontend and backend features of internal custom applications • Design and prototype interactive applications based on business requirements • Develop, test, debug, update and maintain application code, technical documentation and integrate existing as well as new applications into web and mobile platforms • Design solutions and provide technical advice, implement strategies, frameworks, policies, procedures, guidelines and standards for systems development • Supervise staff and oversee the development of solutions according to time, cost and quality and requirements • Monitor and maintain systems capacity and performance • Oversee systems maintenance and support .

Prerequisites: • A three-year tertiary qualification in Information Systems/Computer Science/Computer Engineering / Information Technology or related field• Minimum 6 years' experience in systems development, system implementation and support, line management or team leader of a small to medium software development team • Proven experience of systems development in a web environment • Extensive work related experience working in C# .NET, WCF, MS SQL, MySQL, Java, PHP, HTML5, XML, SOAP, web services, Object Oriented development and Multi-Tier development • Extensive experience In object oriented programming, advanced database querying skills, technical project management and report writing • Understanding of the SDLC process, tools and techniques applicable to software development methodology and experience in developing procedures and policies• Knowledge of MS Office Suite • A valid driver's license • Experience with mobile and open source development will be advantageous.

Person Profile: •This position will suit a person who is: Capable of designing application consolidation plans and Implementation of sound application architecture • Good interpersonal, communication, organisational, time management, problem-solving, analytical and strategic thinking, networking, research, analytical and evaluation skills • Ability to provide solutions to a variety of technical problems • Strong analytical and troubleshooting skills • Ability to work long hours under pressure, meet tight deadlines and be willing to travel.

District Manager
(One permanent position exists in North West Provincial Office: Mabopane District)
(Salary Level 12: R630 822 all-inclusive remuneration package per annum)
(Ref. No.: 04/08/14NW)

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: Media Relations
(One permanent position exists in the Corporate Communication division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 05/08/14HO)

Key Performance Areas: • Develop, review and maintain media relations policy and strategy • Co-ordinate media events and write press statements to enhance the image of Stats SA • Liaise with relevant stakeholders and provide updates on progress of strategies • Ensure writing of articles for external publications • Manage human resources with strategic communication component.

Prerequisites: • A three-year tertiary qualification in Journalism/Communications/Media Studies • Training in Public Relations is essential • At least five years experience working as a Journalist/Public Relations Practitioner • Knowledge of Statistics Act of 1999, newspaper industry and media in general, financial journalism as well as excellent contact base with journalists • 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, writing and interpersonal skills with the ability to lead and motivate a team • Ability to multitask and be versatile • Ability to work with senior government officials • Willingness to travel and work long hours.

Deputy Manager: Price Methodologist
(Two permanent positions exist in the Price Statistics division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 06/08/14HO)

Key Performance Areas: • Develop strategy, policy, plans and procedures for price statistics methodology • Develop methodology regarding price statistics based on international best practices and ensure continuous improvement for price statistics • Advice on the implementation of all new methodology and ensure that price statistics are collected based on the correct methods • Develop methodologies for reweighting, rebasing, and sample management for CPI and PPI • Analyse price statistics • Supervise methodologists • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Economics/Statistics/Econometrics/Mathematics • Training in Price Statistics is essential • Experience as a producer or significant user of price data, and SAS programming • Knowledge of Price Statistics and Economics.

Person Profile: • This position will suit a person with: Good statistical analysis, writing, problem-solving and exceptional research skills • Willingness to adapt to change • Ability to critically evaluate work methods and content • Ability to work independently.

Deputy Manager: SCM Demand
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 07/08/14HO)

Key Performance Areas: • Develop policies, procedures, plans and processes for SCM Demand Management • Ensure the conducting of marketing and commodity analysis • Review specification and or terms of reference for every requirement • Consolidate departmental demand plan • Liaise with clients • Manage staff • Manage supplier database, SCM help desk services and reporting • Ensure that requirements are linked to strategic objectives and budget.

Prerequisites: • A three-year tertiary qualification in SCM/Logistics/Purchasing/B Com/Public Administration/Financial Accounting • Training in SCM, LOGIS and BAS is essential • At least five years experience in Supply Chain Management, more in Demand Management • Knowledge of Supply Chain Management procedure, researching and investigating information • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, analytical, decision-making and report writing skills • Ability to work effectively and efficiently under pressure in order to meet deadlines • Ability to handle stress and work under extreme pressure • Willingness to work beyond normal working hours.

Deputy Manager: SCM Contract Management
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 08/08/14HO)

Key Performance Areas: • Develop policies plans, procedures, guidelines and processes regarding contract management • Manage compilation of draft contracts entered into by Statistics South Africa and various service providers • Manage the design, maintain and operate a contract management system • Ensure monitoring and evaluation of performance by service providers and compile regular reports • Facilitate contract negotiations with the service providers on behalf of the organisation • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Supply Chain Management/Logistics/Public Administration/Financial Accounting • Training in Supply Chain Management, BAS, LOGIS, IQUAI, legal principles of contract, reporting, financial management, contract management, bid procedures and Supply Chain Management procedures, project management, research and investigation is essential • At least five years Supply Chain Management experience • Experience in drafting, managing, monitoring and evaluating outsourced strategy • Experience in formulation of policies and procedures and managing of sourcing strategy • Supervisory experience will be an advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, negotiation, analytical, presentation, problem-solving and organising skills • Ability to be accurate and pay attention to detail • Ability to handle stress and pressure.

Principal Economist
(Two permanent positions exist in the National Accounts: Gross Domestic Product division (GDP) at Head Office, Pretoria)

**(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 09/08/14HO)**

Key Performance Areas: Interpret and apply relevant components of the System of National Accounts to South African statistics. • Conduct ongoing research to improve the scope and quality of National Accounts statistics • Develop and maintain detailed working procedures, sources and method documentation on all relevant activities • Interact with stakeholders as required • Engage in operational planning and budgeting • Effective and efficient management of human and financial resources • Provide on-the-job training to team members • Participate at national and international conferences • Arrange, conduct, attend and participate in meetings.

Prerequisites: • A three-year tertiary qualification or equivalent in Economics/Econometrics/Accounting • Experience in the compilation of National Accounts • Experience in research would be an added advantage • Experience in data collection, analysis, evaluation and interpretation • Knowledge of the System of National Accounts and other applicable international guidelines and methodologies • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: Good leadership and communication skills • Management skills in operations and budgeting • Ability to work under pressure and deliver to tight deadlines • Sensitivity and appreciation of diversity • Ability to work independently and within a team.

Systems Developer

**(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 9: R270 804 remuneration per annum)
(Ref. No.: 10/08/14HO)**

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 tertiary qualification in Information Technology or related field • At least three years experience in programming • Relevant working experience with HTML5/XHTML PHP, JavaScript, ASP, jQuery and CSS3 • Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL • Experience in content management systems • Knowledge of Linux Administration and troubleshooting • Experience in mobile platform development will be an added advantage.

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

Systems Developer (SAS)

**(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary level 9: R270 804 remuneration per annum)
(Ref. No.: 11/08/14HO)**

Key Performance Areas: • Participate in gathering and analysis of user requirements • Develop applications • Test applications • Develop user manuals and train users on applications • Provide user support and maintenance of existing projects • Provide advice on data processes, editing and analysis • Manipulate and transform data.

Prerequisites: • A three-year tertiary qualification in Information Technology or related field • At least three years experience in systems development, analysis, design and database queries • Project management and

report writing experience • Experience in SAS 9, SQL, Enterprise Guide and Add-in for Microsoft Office will be an added advantage.

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

Assistant Manager: Data Collection and Field Training
(One permanent position exists in the Census Operations division at Head Office, Pretoria)
(Salary level 9: R270 804 per annum)
(Ref. No.: 12/08/14HO)

Key Performance areas: • Provide inputs in reviewing and developing policies and plans, SOP for Census Data Collection • Participate in the development of Data Collection Strategies, methodologies and manuals • Participate in developing training material and conducting of training for data collection process • Partake in designing and testing of Census Data Collection methodology • Provide inputs in the development and implementation of quality management of data collection • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Demography/Statistics/Social Sciences or related field • Training in Project Management and Advanced Management Development programme is essential • At least three years experience as a Senior Data Collection and Field Training Officer • Extensive experience in surveys/census development work and field training • Knowledge of South African survey/census taking, field work, and project management • Knowledge of MS Office Suite • A Valid driver's license.

Person Profile: • This position will suit a person with: • Good communication, facilitation, leadership, supervisory and analytical skills • Ability to prepare technical reports, manage performance and budgets • Willingness to work long hours, weekends and travel to the provinces • Ability to work under pressure.

Assistant Manager: Field Logistics
(One permanent position exists in the Census Operations division at Head Office, Pretoria)
(Salary level 9: R270 804 per annum)
(Ref. No.: 13/08/14HO)

Key Performance Areas: • Provide input in development of policies, procedures and co-ordination processes for Census regarding project management • Arrange transport for officials during training • Develop training plans and training materials for field logistics staff • Manage field logistic warehouse • Manage staff and other resources • Liaise with stakeholders on logistics requirements • Develop material specifications • Facilitate and consolidate all process on Logistics Master Plan system • Monitor and track the procurement of materials on an ongoing basis • Participate in the discussion meetings on development of field logistics plan.

Prerequisites: • A three-year tertiary qualification in Supply Chain Management or related field • Training in Project Management and Logistics Management is essential • At least three years experience in management of surveys/Census fieldwork, Logistics Management, Strategic Management, working with large teams and Project Management • Knowledge of South African Census taking and field work • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, leadership, teamwork, decisiveness, analytical, creative, decision-making, people management and problem-solving skills • Language proficiency and strategic thinker • Ability to work effectively and independently • Willingness to work long hours, weekends and travel to the provinces • Ability to work under pressure.

Assistant Manager: SCM Ordering
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)

(Salary level 9: R270 804 per annum)
(Ref. No.: 14/08/14HO)

Key Performance Areas: • Provide inputs in development of applicable operational plans policies and procedures • Verify captured information and approve to generate manual orders online validity • Check and verify captured information and printed manual orders prior to submission for manual approval • Check and verify reports and financial statements prior to submission • Compile reports on status of orders • Liaise and provide support/advice to stakeholders • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Supply Chain Management/Logistics/ Public Administration/Financial Management/Accounting/Purchasing • Training in LOGIS, Supply Chain Management and BAS is essential • At least three years experience in Supply Chain Management • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: • Good communication, report writing, leadership, analytical, numerical, decision-making and financial management skills • Ability to negotiate and mediate • Ability to impart skills and train staff in various fields • Willingness to travel to provinces and work long hours.

Provincial State Accountant
(One permanent position exists in the Northern Cape Provincial Office)
(Salary level 9: R270 804 per annum)
(Ref. No.: 15/08/14NC)

Key Performance Areas: • Implement operational plans, procedures, process mapping and standard operating procedures (SOP) for financial advisory services, financial management and financial administration in the province • Provide financial administration and accounting services in the province • Promote sound cash management function and compliance to internal control policies and procedures • Implement financial management functions in the province • Ensure proper filing and safekeeping of documents • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Commerce with Accounting and/or Auditing as one of the major subjects • Training in PERSAL, BAS, PFMA, Treasury Regulations and Public Services Regulations is essential • At least three years proven experience in Accounting and Auditing • Experience in compiling cash journal, cash books, bank reconciliations, etc.

Person Profile: • This position will suit a person who has: Good interpersonal, communication, financial management, decision-making, problem-solving and quality management skills with sound code of ethics • Ability to pay attention to detail • Ability to handle multiple tasks, work under pressure and meet deadlines.

Assistant Manager: District Co-ordination
(Two permanent positions exist in the North West Provincial Office: Mmabatho and Vryburg Districts)
(Salary level 9: R270 804 per annum)
(Ref. No.: 16/08/14NW)

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.

Survey Statistician: Data Quality Management
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary level 8: R227 802 per annum)
(Ref. No.: 17/08/14HO)

Key Performance Areas: • Provide support in the development of editing and imputation specifications for all surveys within Labour Statistics Division • Participate in the development and testing of editing and imputation system • Undertake all editing and imputation on the data from all surveys within Labour Statistics Division • Analyze the quality of the data after editing and imputation • Conduct research and recommend appropriate edit and imputation methodologies for Labour Statistics • Liaise and provide support to stakeholders.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics/Statistics/Social Science/Demography or related field • Training in SAS, Labour Statistics analysis or any other statistical analysis software package is essential • At least two years proven experience with exposure to analysis of data, writing reports, editing and/or quantitative research • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good conceptual, analytical, numerical, communication, co-ordination and liaison skills with a strong focus on service delivery, customer needs and process and product quality • Ability to work under pressure • Ability to handle multiple and complex tasks and projects • Willingness to travel 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: 29 August 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 Standardbank Building, cnr Lennox & Du Toit Span Road.

Enquiries: Kindly contact Ms Funeka Ntsiko at (053) 802 6833.

• **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.

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