

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.

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.: 06/01/15HO)**

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 • Work with and supervise other IT resources in planning, designing and developing project plans to meet the needs of users • 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 Science/Information Technology/Mathematics or a related field • A postgraduate qualification and experience in Project and Programme Management, Knowledge Management, IT Governance and Enterprise Architecture 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 process analysis • Experience in full systems development lifecycle methods • Experience in relational database concepts • Experience in implementation of Enterprise Architecture.

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 • Understanding of IT Strategy, Governance, Knowledge Management and IT Governance. 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.

Manager: Systems Specification, Editing and Imputation
(One permanent position exists in the Poverty and Inequality Statistics division at Head Office, Pretoria)
(Salary Level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 07/01/15HO)

Key Performance Areas: • Ensure development of strategic, tactical and operational plans for the component • Manage development of data capturing and edit specification • Oversee development of editing rules • Oversee development of an integrated editing and imputation system • Liaise and provide statistical support to stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Demography/Econometrics/Economics/Social Science/Statistics • Training in SAS and Project Management is essential • At least six years experience as Middle Manager and on analysis of data and writing reports • Proven experience in quantitative research and data editing • Knowledge of policy development and Labour statistics.

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 initiate new ideas, concepts strategies and tools and gain their acceptance by management, and then to communicate these successfully to lower levels who are expected to execute them • Ability to work under pressure as well as handle multiple and basic tasks and projects.

Manager: Geodatabase
(One permanent position exists in the Geography division at Head Office, Pretoria)
(Salary Level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 08/01/15HO)

Key Performance Areas: • Align Stats SA's geographic database to meet the requirements for priority projects in the organisation and the strategic direction of the organisation • Research and document appropriate methodologies, processes, designs and applications for optimising the spatial database and spatial information use for the organisation • Collaborate with data custodians and suppliers on data acquisition, geographic standards and data definitions • Assess and analyse data for coverage and quality • Spatial data analysis and report writing • Prepare tenders and management of contractors • Ensure integration with other projects and systems both internally and outside the organisation and timely deliverables to these projects.

Prerequisites: • A three-year tertiary qualification in Geographic Information Systems/Geography/Town Planning/Demography/Data Analysis • A postgraduate qualification and experience in Project and Programme Management will be an added advantage • Training in database management and programming is essential • At least six years relevant experience in any of the above-mentioned fields • Relevant experience in SA geographical (spatial) data • Extensive knowledge of MS Access and MS-Excel as well as knowledge and use of at least two different GIS software packages (one from ESRI) • Experience in IT Project Management will be an added advantage.

Person Profile: • This position will suit a person who has: • Good writing, presentation, communication, problem-solving and interpersonal skills • Ability to be creative, self-motivated and show initiative • Ability to work under pressure • Willingness to work long hours.

Manager: Security Management
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary Level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 09/01/15HO)

Key Performance Areas: • Ensure the development of policies, processes, procedures and plans for security management • Ensure management of security co-ordination and advisory, and threat and risk assessment (physical security) • Plan, execute and monitor projects security and provide VIP protection services • Manage the Provincial Security Co-ordinators • Ensure the management of vetting and information security clearance in the department • Liaise with stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Law Enforcement/Security Risk Management/Military Science • Training in Security management, Fire Training, Risk Management, Project Management, VIP and Protocol Training, Vetting Course by SSA/NIA/Defence Intelligence, and Security Clearance Course is essential • At least six years in Security Management • Knowledge of security management administration, vetting process and procedures, and security related legislation • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, interpersonal, reliable, report writing, management, diligent, decisive, analytical, assertive, financial, leadership, negotiation, problem-solving and organising skills • Ability to handle stress and pressure.

Deputy Manager: Information Security Compliance
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 10/01/15HO)

Key Performance Areas: • Develop, policies, procedures and plans relating to administration of security compliance in the organisation • Manage the Information Security and ICT compliance security • Manage risk assessments on employees, posts and information within the component • Liaise with private and state law enforcement agencies • Ensure conducting of training to promote capacity building within Information Security Compliance • Co-ordinate the implementation and evaluation of all information pertaining to security screening, pre-employment suitability checks, non-compliance issues, information leakages or any other integrity related incident • Render support to projects relating to security matters and reporting • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Law Enforcement/Security Risk Management/Military Science • Training in SANAI/NIA/SSA Security Management Course, Defence Intelligence Vetting Fieldwork Course, Financial Management, Project Management, Risk Management, Forensic Investigation, Information Security and Counter Intelligence • At least five years experience in Security Management • Knowledge of security management administration, security compliance audits, disposal of classified information, security appraisals, project security, investigation methodology, vetting process and procedures, and security related legislation • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, interpersonal, auditing, report writing, management, decision-making, analytical, assertive, financial, leadership, negotiation, problem-solving and organising skills • Ability to work in a team • Ability to handle stress and pressure.

Deputy Manager: Communication, Marketing and Publicity
(One permanent position exists in the Limpopo Provincial Office)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 11/01/15LP)

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 co-ordinate marketing, communication, and stakeholder relations in the province • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Communication/Marketing/Public Relations/Journalism with statistics as an added advantage • At least five years relevant experience of which three years should be at Assistant Director and two years at supervisory level • Knowledge of strategic planning and project management • Knowledge of MS Office Suite • A valid driver's license.

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 long hours • Ability to work under pressure within targeted deadlines.

Deputy Manager: Training and Quality Assurance
(One permanent position exists in Limpopo Provincial Office)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 12/01/15LP)

Key Performance Areas: • Develop operational plans, policies, procedures, standard operating procedures (SOP) for quality and training operations in the province • Manage the implementation of training within the province • Provide quality assurance for all surveys and censuses in the province • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Quality Management/Human Resource Development with specialisation in either Statistics/Mathematics/Demography/Social Science/Geography/Economics • Training in Project Management, SASQAF, Total Quality Management, Assessor and Moderator Course, survey methodology and sampling techniques is essential • At least five years relevant experience • Knowledge of MS Office Suite • A valid driver's license.

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

Principal Systems Analyst
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 13/01/15HO)

Key Performance Areas: • Facilitate and analyse business requirements and produce user requirement specifications • Design complex relational databases • Design of complex and quality integrated systems and applications • Ensure training of users • Ensure testing of integrated applications • Facilitate production implementation of integrated applications • Ensure provision of user support.

Prerequisites: • A three-year tertiary qualification in Information Technology or related field • Training in business or systems analysis and data architecture, data modelling, database design and project management is essential • At least five years experience in systems analysis and design including relational database design, client server application development including relational database design • Knowledge of systems and data architecture, advanced database design and data modelling, and advanced programming.

Person Profile: • This position will suit a person who has: Good communication, problem-solving, analytical, presentation, decision-making, conflict resolution and facilitation skills and who is dedicated, committed, reliable, innovative and self-motivated • Ability to work independently and in a team • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Principal Standards Developer
(One permanent position exists in the Survey Standards division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 14/01/15HO)

Key Performance Areas: • Ensure the development of statistical standards • Facilitate the maintenance of statistical standards • Co-ordinate inputs for the development of training material on the use of standards • Develop policies for the implementation of standards and support internally • Co-ordinate Support to NSS with the development of guidelines and standards • Supervise and develop support staff • Conduct research on international best practices for the development of statistical standards.

Prerequisites: • A three-year tertiary qualification in any statistical related field • A post graduate qualification in any statistical related field will be an added advantage • Training in Project Management, Statistics, Economics and Demography is essential • At least five years experience in developing and implementing standards • Experience with some aspects of the core work performed by Stats SA • Knowledge of MS Office Suite.

Person Profile: This position will suit persons with: Good communication, presentation, analytical, problem-solving, interpersonal and decision-making skills • Ability to interpret and present the contents of standards • 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.

Principal Database and Application Server Administrator
(One permanent position exists in the Corporate Data processing division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 15/01/15HO)

Key Performance Areas: • Develop relevant policies, procedures, guidelines and standards and project plans • Conduct research on new techniques, technology and solutions • Install, administer and optimise database and application servers as well as related components • Design, develop, implement, monitor, maintain and performance-tune databases • Establish and maintain appropriate end-user database access control levels • Interact with stakeholders • Supervise staff • Define and perform database backups, recovery and archiving according to plans.

Prerequisites: • A three-year tertiary qualification in Information Systems/Computer Science/Information Technology • A DBA certificate is essential • At least five years working technical experience in a database administration or senior technical position • An understanding of database structures, theories, principles, and practices is required • Working technical experience with designing, building, installing, configuring and supporting database and application servers • Hands-on database tuning and troubleshooting experience • Working technical knowledge of relational databases, server performance tuning and monitoring tools • Knowledge of storage technologies and server security • Proven 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.

Provincial Assistant Manager: Supply Chain Management
(One permanent position exists in the Northern Cape Provincial Office: Kimberley District)
(Salary level 9: R270 804 per annum)
(Ref. No.: 16/01/15NC)

Key Performance Areas: • Implement operational plans, policies, procedures, process mapping and standard operating procedures (SOP) for SCM in the province • Provide SCM function in the province • Implement and monitor service level agreements • Perform asset function in the province • Perform transit services in the province • Liaise with stakeholders • Ensure proper filing and safekeeping of SCM documents.

Prerequisites: • A three-year tertiary qualification in Supply Chain Management/Logistics • Training in LOGIS, Supply Chain Management, Tender Course, BAS and PFMA is essential • At least three years proven experience in procurement preferable in the public sector • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, report writing, analytical, numerical, financial and time management skills • Ability to negotiate, mediate and have initiative • Ability to part skills and train users in various fields.

Provincial Security Co-ordinator
(One permanent position exists in the Northern Cape Provincial Office)
(Salary Level 9: R 270 804 per annum)
(Ref: No.: 17/01/15NC)

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.

Systems Developer

(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)

(Ref. No.: 18/01/15HO)

(One permanent position exists in the Corporate Data Processing division at Head Office, Pretoria)

(Ref. No.: 19/01/15HO)

(Salary Level 9: R270 804 remuneration per annum)

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.

Assistant Manager: Survey Statistician

(Two permanent positions exist in the Structural Industry Statistics division at Head Office, Pretoria)

(Salary level 9: R270 804 per annum)

(Ref No.: 20/01/15HO)

Key Performance Areas: • Attend to user needs and queries • Develop survey methodology, questionnaire, data processing system and statistical processing methodology • Co-ordinate and monitor the data collection process training of data collectors and development of training manuals • Perform advanced data analysis and editing • Review quality standards, data analysis framework and implementation of operational plans • Develop and maintain the dissemination plan, publication document and clearance document • Develop and maintain detailed sources and method documentation • Manage team's performance and comply to human resource directives and legal frameworks.

Prerequisites: • A three-year tertiary qualification in Statistics/Economics/Econometrics/Accounting • Advanced training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential • At least three years experience in the relevant field • Knowledge of advanced statistical techniques • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons with: Good communication, interpersonal, planning, problem-solving and analysis skills • Ability to meet deadlines.

Statistician: Births and Deaths

(One permanent position exists in Health and Vital Statistics Division at Head Office, Pretoria)

(Salary level 8: R227 802 per annum)

(Ref: No.: 21/01/15HO)

Key Performance Areas: • Assist with editing and quality assurance of data on births, deaths and causes of death • Analyse data on births, deaths and causes of death and produce tables and graphs • Assist with the

write-up of statistical releases on recorded live births and mortality and causes of death and prepare clearance documents and presentations required before publication • Liaise with stakeholders • Provide administrative and logistical support to the division as and when required.

Prerequisites: • A three-year tertiary qualification in Demography/Population Studies/Sociology/Statistics or related field • Training in the application of statistical or demographic software for data analysis is essential • At least two years experience in quantitative methods; processing and analysis of administrative records or survey data; and use of relevant statistical and demographic packages • Knowledge of Population Studies, Vital Statistics, administrative records and research methods.

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 basic tasks and projects.

Demographer
(One permanent position exists in the Population Statistics division at Head Office, Pretoria)
(Salary level 8: R227 802 per annum)
(Ref. No.: 22/01/15HO)

Key Performance Areas: Participate in the development of census/survey content and product • Participate in user consultation processes for census/survey data items and products • Provide support on census/survey training on content • Provide support in census/survey analysis and product development

Prerequisites: • A three-year tertiary qualification in Statistics/Demography or related field • At least two years experience in census or survey undertaking • Ability to analyse data using statistical packages such as SAS and STATA • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: • Good communication, interpersonal, presentation, numerical and analytical skills • Ability to handle multiple tasks and work under pressure within targeted deadlines • Willingness to work long hours.

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

Closing date for applications: 23 January 2015

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.

• **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.