

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.

Executive Manager: Methodology and Evaluation

(One permanent position exists in the Methodology and Evaluation division at Head Office, Pretoria)

(Salary Level 14: R988 152 all-inclusive remuneration package per annum)

(Ref No.: 13/02/15HO)

Key Performance Areas: • Provide leadership in the development and maintenance of survey sampling frames • Provide methodological support to business and household surveys • Research and assist with the implementation of methodologies, procedures and guidelines • Evaluate and provide feedback on adherence to standards, methodologies, procedures and guidelines to ensure continuous improvement • Provide methodological support to South African National Statistical System (SANSS) on survey methodology • Develop and implement divisional strategies, policies and plans • Ensure effective personnel and financial resource management as well as adhere to compliance requirements • Develop, direct and co-ordinate the training and evaluation of divisional staff •

Prerequisites: • A postgraduate qualification in Statistics • Training in management, Statistics, Economics and Demography is essential • Extensive experience in the planning and design of surveys, data collection, data processing and analysis • Extensive experience in a senior management role in a statistical agency or research institute/organisation • Experience in statistical quality assurance and scientific report writing • Experience with some aspects of the core work performed by Stats SA • Experience in managing budgets and compliance to the PFMA regulations • Knowledge of Project Management, and technology trends and development • Knowledge of government policies and initiatives, and the role of statistics in government decision-making • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, problem-solving, conceptual, analytical, interpersonal and decision-making skills • Ability to work under pressure and meet deadlines • Ability to work in cross-cutting, functional teams • Dynamic, self-driven, innovative and results orientated with strong service delivery, customer care and quality focus • Willingness to travel extensively and work long hours.

Executive Manager: Survey Standards

(One permanent position exists in the Survey Standards division at Head Office, Pretoria)

(Salary Level 14: R988 152 all-inclusive remuneration package per annum)

(Ref No.: 14/02/15HO)

Key Performance Areas: • Lead the identification, development/adoption and maintenance of statistical standards • Promoting correct use of statistical standards • Conducting research related to standards development • Maintain and implement the overall strategy for statistical standards in Stats SA • Administer, interpret and explain policies, rules and regulations relevant to statistical standards • Lead the development of statistical standards for the members of the South African National Statistical System (SANSS) • Develop, direct, and co-ordinate training and evaluation of divisional staff • Manage day to day operations of the Survey Standards Division • Develop and implement divisional strategies, policies and plans • Ensure effective personnel and financial resource management as well as adhere to compliance requirements •

Prerequisites: • A postgraduate qualification in Economics/Demography/Statistics • Training in management and standards development is essential • Experience in developing and implementing standards • Experience in working with and within formal standards generating bodies • Experience in corporate strategy, operational planning and management • Compliance to the PFMA regulations • knowledge of Project Management, and technology trends and development • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, problem-solving, conceptual, analytical, interpersonal and decision-making skills • Ability to work under pressure • Ability to formulate clear objectives and meet deadlines • Dynamic, self-driven, innovative and results orientated with strong service delivery, customer care and quality focus • Willingness to travel extensively and work long hours.

Manager: Quality Management and Support

(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.: 15/02/15HO)

Key Performance Areas: • Ensure development of strategic, tactical and operational plans, policies, procedures and quality standards operating procedure • Liaise with stakeholders • Provide quality assurance on product and processes, and activities for poverty and inequality division • Ensure that training on LCS and IES survey is conducted • Ensure management of logistics for LCS and IES surveys • Manage staff and other resources • Render project management support services for Poverty and Inequality Statistics division.

Prerequisites: • A three-year tertiary qualification majoring in Economics/Statistics • A postgraduate qualification will be an added advantage • Training in Project Management is essential • At least six years experience in survey fieldwork operations, (data collection, fieldwork logistics, training and quality assurance) and project support service • Knowledge of household surveys • Knowledge of SCM and FMLS procedures • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, report writing, presentation, facilitation, leadership, strategic and operational planning skills with a strong focus on service delivery, customer needs and process, and product quality • Ability to work under pressure • Ability to handle complex tasks and projects.

Manager: Risk Management

(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.: 16/02/15HO)

Key Performance Areas: • Ensure the development of policy procedures, plans and guidelines for risk management component • Develop risk management champions • Ensure effective co-ordination and implementation of risk management process and function • Manage risk register and departmental profile • Compile departmental risk management reports • Liaise with stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Accounting/Internal Control/Risk Management or related field • Training in Risk Management System and Enterprise Wide Risk Management is essential • At least six years experience in risk management, quality improvement management or internal audit • Knowledge of Finance, Human Resource Management, Operational and Project Management, Internal Control/Audit • Knowledge of accounting principles and techniques • Knowledge in the interpretation and application of Acts, Regulations and Policies • Understanding of managerial principles and computerised information systems • Knowledge of reporting on compliance status • Knowledge of business planning and design, as well as performance management.

Person Profile: • This position will suit a person who has: • Good communication, report writing, training and analytical skills • Ability to conceptualise wider operational issues • Ability to analyse existing processes, procedures and methodologies for potential risk factors • Ability to establish and maintain effective working relationships with others • Ability to conform to high standards of honesty, objectivity, diligence and loyalty • Ability to maintain technical competence through continuing education • Ability to adapt to change in the work environment and seek increased responsibilities.

Manager: Project Management Office
(Two permanent positions exist in the Census Operations division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 17/02/15HO)

Key Performance Areas: • Develop policies, procedures, standard operating procedure and co-ordination processes for Census regarding project management • Manage staff and other resources • Liaise with stakeholders • Co-ordinate the collection, processing, analyses and tabulation of information, integrated management information reports and presentations on census surveys and administrative records • Compile annual integrated master project registers and plans for census, surveys and data processing • Train staff in data collection and processing in quality project management • Oversee the development of project and operations management and reporting system • Manage all census/survey documents in order to contribute to a knowledge management system.

Prerequisites: • A three-year tertiary qualification in Demography/Population Studies or related field • Training in Project Management is essential • At least six years experience in the area of surveys and project management • Proven extensive experience and skills in statistical processes; programme, project and operational planning, scheduling, management, monitoring and reporting; general management; document management, financial management; total quality management; training, meeting co-ordination, managing project and operational monitoring systems; managing a management information system, managing a document management system and managing a risk management system • A valid driver's license.

Person Profile: • These positions will suit persons with: • Good presentation, communication, problem-solving, planning, analysing, report writing, organising and logistics skills • Ability to apply creative thinking in the design and handling of multiple and complex tasks and projects • Ability to develop effective solutions • Ability to write technical reports • Ability to work under pressure and willingness to work long hours.

Manager: Geography
(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.: 18/02/15HO)

Key Performance Areas: • Research and document the methodologies, concepts and definitions and work flows for the development and maintenance of an address systems for formal areas in the country • Plan and manage staff, activities, timelines and budget • Collaborate with data custodians and suppliers on data acquisition, geographic standards and data definitions • Assess and analyse data for coverage and quality • Prepare tenders and management of contacts where necessary • Liaise with municipalities, metros, national departments and various data custodians on addressing data • Ensure integration with other projects and systems both internally and outside the organisation and timely deliverables to these projects • Manage the quality assurance process on the address of data.

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: 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.: 19/02/15HO)

Key Performance Areas: • Ensure development, initiation and revision of policies, procedures for the general operation of the 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 standards 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 or related field • Training in Governance, Risk, Compliance and King 3 is an added advantage • At least six years working experience in policy development, 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 Survey Statistician
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref. No.: 20/02/15HO)

Key Performance Areas: • Provide inputs to development of strategic, tactical and operational plans for the component • Conceptualise and develop content for divisional surveys and products • Lead and conceptualise the development and testing of survey instruments, procedures and guidelines for work statistics • Provide highly technical advice on the analysis of data and writing of reports • Liaise and provide statistical support to internal and external stakeholders • Mentor staff.

Prerequisites: • An honours degree in Economics/Statistics/Econometrics/Demography/Development studies or related social field • Training in Project management, analysis of labour market issues and advanced SAS is essential • At least a minimum of six years proven experience as a Survey Statistician and in analysis of data, policy development, research and writing reports.

Person Profile: • This position will suit a person with: • Good presentation, analytical, management, communication, report writing, leadership, organise, interpersonal and project management skills • Ability to analyse information and situations, identify and solve problems, reason logically and draw valid conclusions • Self-motivation, responsibility and assertiveness • Ability to apply creative thinking in the design and handling of multiple and complex tasks and projects • Ability to work under pressure and long hours • A valid driver's license.

Deputy Manager: Benefit Administration
(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.: 21/02/15HO)

Key Performance Areas: Develop policies, procedures and plans • Manage processing of condition of services for both permanent and contract staff • Supervise processing of service terminations for permanent and contract employees • Supervise the implementation of benefits for permanent and contract employees • Supervise the process of co-ordinating lateral transfers, pay point changes, outside remunerative work and financial disclosures • Interact and provide advice to stakeholders.

Prerequisites: A three-year tertiary qualification in Human Resource Management or related field • At least five years experience in Benefit Administration and PERSAL is essential • Knowledge of project management will be an added advantage • Knowledge of applicable legislative prescripts • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: Good interpersonal, analytical, communication, presentation, initiative and organisational skills • Ability to work under pressure • Willingness to travel.

Deputy Manager: HRM
(One permanent position exists in the Gauteng Provincial Office)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 22/02/15GP)

Key Performance Areas: • Plan and execute the filling of vacant posts in the Province • Render a strategic support service pertaining to surveys, censuses, projects and other core functions of Stats SA at provincial and district level, according to the human resources value chain, organisational development, change management, remuneration, recruitment, employee benefit administration, employee assistance programmes, employee contract management, labour relations, the development of HR policies and strategies and human capital development • Manage HR activities (eg Persal) at provincial and district offices • Develop and train HR practitioners • Conduct and/or contribute to special projects • Ensure proper record-keeping of all HR activities.

Prerequisites: • A three-year tertiary qualification in HRM • At least five years experience in HRM • Proven practical application of MS Office Suite • Knowledge of and experience in Project Management will be an added advantage • Extensive working knowledge of Persal • A valid driver's license.

Person Profile: • This position will suit a person with: • Good interpersonal, communication and time management skills • Ability to work under pressure and meet deadlines.

Deputy Manager: Economist
(One permanent position exists in the Price Statistics division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 23/02/15HO)

Key Performance Areas: • Conduct high-level research into various areas of economic statistics in support of the Price Statistics PPI Operations and Development division • Develop a detailed operational plan • Perform complex data analyses and editing • Develop and maintain quality standards • Develop guidelines and specifications for research conducted • Interact with stakeholders • Develop and maintain detailed sources and methods documentation • Supervise and manage a team.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics/Accounting • A postgraduate qualification will be an added advantage • Training in the System(s) of National Accounts and related international accredited guidelines and methodologies from International organisations such as the IMF, OECD, and UN is desirable • At least five years relevant working experience • Knowledge of relevant economic research methodologies • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good interpersonal, advanced communication, planning and management, analytical and strategic thinking skills • Ability to work in a team • Ability to work long hours under pressure and meet tight deadlines • Ability to handle multiple tasks and projects • Willingness to travel extensively.

Deputy Manager: IT Internal Audit
(One permanent position exists in the Internal Audit division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 24/02/15HO)

Key Performance Areas: • Participate in the development of strategic and operational plans for the component • Develop implementation plans for specialised information technology audits on approved annual Internal Audit Coverage Plan (Operational Plans) and ensure implementation of these plans • Monitor and co-ordinate information technology internal audit activities • Follow up on implementation of information technology

audit recommendations • Liaise and provide support to stakeholders i.e. divisional and organisational management • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Audit/Finance/Information Technology • An Honours degree in Audit, Finance or Information Technology, CIA (Certified Internal Auditor), completed articles, CCSA (Certification in Control Self Assessment), CFSA (Certified Financial Systems Auditor), CGAP (Certified Government Auditing Professional) or CISA (Certified Information Systems Auditor) will be an added advantage • At least five years experience in Auditing, Finance, Risk Management, Corporate Governance or Information Technology (from the five years, a minimum of two years experience must be in Information Technology audits) • Knowledge of relevant Acts, Legislations, Regulations, Guidelines, Frameworks, Internal Audit concepts and methodologies • Knowledge of IS Standards, Guidelines and Procedures for Auditing and Control Professionals • Knowledge of Standards for Information Systems Auditing and King Report on Corporate Governance (II and III) • Knowledge of fraud and strategic awareness • Knowledge of project management, Stats SA business, Departmental Internal Audit Activity Charter and Audit Committee Charter, Risk Management and Departmental Risk Committee Charter, Business Continuity Management, Generally Recognised Accounting Practice, IT Frameworks and international standards and best practices, Government Transversal Systems and Data Analysis Software • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: Good communication, presentation, conflict management, negotiation, persuasion, marketing, interpersonal and situational leadership skills • An honest, independent, self motivated, diligent, creative professional and a lateral thinker • Ability to work under pressure and meet deadlines • Willingness to work long hours.

Deputy Manager: Monitoring and Control

(One permanent position exists in the Human Resources Management division at Head Office, Pretoria)
(Salary Level 11: R532 278 all-inclusive remuneration package per annum)

(Ref: No.: 25/02/15HO)

Key Performance Areas: • Develop policies, procedures and plans for the component • Monitor the adherence to strategies, systems, policies and procedures • Design and develop monitoring and control systems and tools for the division • Co-ordinate HRM audits • Monitor and analyse HRM progress reports • Interact and provide advice to stakeholders • Supervise staff and utilise resources effectively.

Prerequisites: • A three-year tertiary qualification in Human Resources Management/Public Management/Industrial Psychology or related field • Training in monitoring and evaluation, project management and quality management is essential • At least five years experience in legal framework that governs HRM, performance management, financial and administrative management • Ability to develop /facilitate/implement strategy for monitoring systems • Knowledge of HRM processes and monitoring and evaluation • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good interpersonal, analytical, communication, report writing, research, interviewing, presentation, innovative, leadership, conflict resolution and facilitation skills • Ability to communicate at all levels and work as a team player.

Deputy Manager: Investigations

(One permanent position exists in the Fraud and Compliance Investigations division at Head Office, Pretoria)

(Salary Level 11: R532 278 all-inclusive remuneration package per annum)

(Ref: No.: 26/02/15HO)

Key Performance Areas: • Develop policies and procedures • Manage investigations, manage compliance to investigation policies and procedures • Ensure classification and registration of cases on manual registers and database • Manage investigations concerning complex and sensitive cases • Ensure consultation analysis on relevant data and information and ensure writing of reports concerning cases under investigations • Ensure conducting of assessments on threat on personnel, cause of losses, theft and fraud • Liaise with private and state law enforcement agencies • Supervise staff and ensuring reporting of all incidents for investigations • Maintain correct and accurate records for reporting purposes on all incidents reported for investigation.

Prerequisites: • A three-year tertiary qualification in Investigation/Internal Auditing or relevant field • Project management experience, management of investigations, driver`s license • At least five years experience in management of investigation and supervision of personnel • Knowledge of investigation methodologies, threat and risk assessments • Knowledge of MS Office Suite • Willingness to travel • Knowledge of Treasury Regulations and PFMA.

Person Profile: • This position will suit persons with: • Good interpersonal, assertive, management, analytical, communication, writing and negotiation skills • Ability to work independently.

Deputy Manager: Strategic Reporting, Monitoring and Evaluation
(One permanent position exists in the Strategy division at Head Office, Pretoria)
(Salary level 12: R630 822 all-inclusive remuneration package per annum)
(Ref. No.: 27/02/15HO)

Key Performance Areas: • Implement tactical/operational plans, policies, procedures, process mapping and standard operating procedures for strategic reporting and monitoring • Report on organisational performance • Facilitate evidence-based monitoring processes • Develop and maintain performance management system • Implement the evaluation programme of Stats SA • Provide management support services • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Public Management/Business Management/Social Sciences or related field • Training in monitoring and evaluation, and project management is essential • At least five years relevant working experience in alignment of monitoring and reporting to strategic and business plans • Understanding of government development policy and priorities and how the public sector operates • Sound knowledge of strategic planning, alignment and prioritization • A valid driver`s licence.

Person Profile: • This position will suit a person who has: • Good analytical thinking, communication innovation, professionalism, influence, and organisational alertness skills • Ability to work under pressure and meet deadlines • Willingness to travel and willingness to work long hours.

Principal Multimedia Communications Officer
(One permanent position exists in the Corporate Communications division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 28/02/15HO)

Key Performance Areas: • Ensure production of video material • Ensure production of audio material • Develop and produce material that can be used by all the major media • Develop and maintain electronic media platforms • Conduct research to inform audio and visual products • Manage audio-visual equipment.

Prerequisites: • A three-year tertiary qualification in Communications or related field with concentration on Radio/TV and film • Experience in managing teams • Knowledge of Project Management and Business Administration will be an added advantage • At least five years practical experience in television production and broadcasting environment, complemented by voice artist ability, script writing and writing for new media, basic web design and other multimedia tasks • Knowledge of Journalism, Radio & TV Broadcasting, Public Relations, Advertising, Marketing and Stakeholder Relations • A valid driver`s license.

Person Profile: • This position will suit a person with: • Good communication, service delivery and transfer skills • Flexible approach and ability with varied tasks • Ability to work under pressure and travel (local and internationally).

Principal Systems Developer
(Three permanent positions exist in the Business Modernisation division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 29/02/15HO)

Key Performance Areas: • Participate in gathering and analysis of user requirements • Develop, maintain and run complex update procedures on databases from external sources • Develop, maintain and run complex extract procedures on databases and existing applications to provide to users • Participate in designing of complex high quality applications and relational database • Develop applications and components • Test

complex applications • Develop complex user manuals and training of users • Review and quality control of developed applications • Provide user support and technical consulting support on projects • Supervise staff.

Prerequisites: • A three-year tertiary qualification in IT or related field • At least five years work experience in programming • Experience in systems analysis and relational database design • Knowledge of business analysis, system analysis, database design and data modeling, advanced programming, database querying and Transact SQL visual basic/VB.Net, risk management, programming SQL server database and project management • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons who have: Good communication, presentation, analytical, problem-solving, customer interaction and decision-making skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to operate strategically • Ability to train people • Ability to organise, plan and monitor • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Principal Systems Developer (SAS)

(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.: 30/02/15HO)

Key Performance Areas: • Participate in gathering and analysis of user requirements • Develop, maintain and run complex update procedures on databases from external sources • Develop, maintain and run complex extract procedures on databases and existing applications to provide to users • Participate in designing of complex high quality applications and relational database • Develop applications and components • Test complex applications • Develop complex user manuals and training of users • Review and quality control of developed applications • Provide user support and technical consulting support on projects • Supervise staff.

Prerequisites: • A three-year tertiary qualification in IT or related field • At least five years work experience in programming • Experience in Systems Development Life Cycle methodology • Base SAS programming experience • SAS BI tools experience • SAS Certification will be an added advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person who has very good communication, presentation, analytical, problem- solving, customer interaction and decision-making skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to operate strategically • Ability to train people • Ability to organise, plan and monitor • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Principal ICT Risk Officer

(One permanent position exists in the Information Communication Technology division at Head Office, Pretoria)

(Salary level 11: R532 278 all-inclusive remuneration package per annum)

(Ref. No.: 31/02/15HO)

Key Performance Areas: • Implement effective ICT Security Management across the organisation (application and Host Security, Endpoint Security, Network Security (Servers, Local Area Network/Wide Area Networks) • Develop and review security related procedures and standards • Conduct and report on security assessments • Implement ICT Security policies and strategies • Provide inputs on the component's strategy and manage ICT Security projects as well as participate in tender processes from technical perspective • Conduct research on latest technology threat and landscapes and trends • Form part of ICT Continuity Management initiatives • Manage information security documentation • Conduct ICT Security management education and awareness programmes.

Prerequisites: • A three-year tertiary qualification in Information Technology or related fields • At least five years relevant working experience in an ICT environment with focus on Networking/IT Security/ IT Technical Support • CCNA Security certification is essential: A+, N+, Security +, CISSP and any other IT Security Certification will be an added advantage • Sound technical knowledge of information technology and security technologies such as Firewall, IPS, Antivirus solutions, and Active Directory, Proxy Servers and encryption technologies. Must have worked with at least 3 of the above technologies • Good conceptual understanding of software, hardware, network and IT procedures and processes • Good understanding of IT Networks concepts

and their behavior • Ability to implement ICT Security Policies • General business understanding especially in the context of government institutions • Familiarity with hacking technology, practices, incidents etc. • Knowledge of project management will be a recommendation • Good conceptual and technical understanding of software (including Web applications), hardware, network, databases (Oracle/SQL), different flavors of operating systems ((Windows 2008 R2, Novell OES and SuSe Linux) • Familiar with COBIT, ITIL and ISO27001/2.

Person Profile: • This position suits a person who has the ability to work collaboratively with a broad range of constituencies and diverse groups of people, good interpersonal skills, communication, presentation, analytical, planning, organising, problem-solving, customer interaction and decision-making skills • A dynamic, energetic, assertive, self-driven, innovative and results-driven team player • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours .

Principal: Network Administrator

(One permanent position exists in the Information Communication and Technology (ICT) Division, Head Office, Pretoria)

(Salary level 11: R532 278 all-inclusive remuneration package per annum)

(Ref. No.: 32/02/15HO)

Key Performance Areas: • Ensure installation and upgrade of Servers, Local Area Network/Wide Area Network as well as software • Develop and review security related policies and standards, and provide inputs on the component's strategy and manage projects • Conduct research on latest technology and participate in tender processes • Build capacity of stakeholders • Manage network related documentation • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Information Technology or related field • A+, MCSE and CNE certificates are essential • Training in Project Management is essential • At least five years relevant working experience in an ICT environment with a focus on Networking • Relevant working experience with server and network configuration • Knowledge of software, hardware, network and IT procedures and processes • Knowledge of IT Networks concepts and their behavior.

Person Profile: • This position will suit a person with: Good interpersonal, communication, presentation, analytical, planning, organising, problem-solving, customer interaction and decision-making skills • A dynamic, energetic, assertive, self-driven, innovative and results-driven team player • Ability to work collaboratively with a broad range of constituencies and diverse groups of people • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

National Statistics System (NSS) Co-ordinator

(One permanent position exists in the Free State Provincial Office: Bloemfontein)

(Salary Level 11: R532 278 all-inclusive remuneration package per annum)

(Ref. No.: 33/02/15FS)

Key Performance Areas: • Develop operational plans, policies, procedures, process mapping and standard operating procedures (SOP) for NSS in the province • Participate in the identification of provincial priorities and provide inputs into provincial development indicators for PM & ES • Provide effective support to statistical services for SIS • Ensure and monitor compliance to SASQAF regulations • Implement advocacy and stakeholder liaison • Facilitate statistical capacity and support to stakeholders • Conduct assessments of administrative record • Compile the necessary management reports • Support and participate in provincial government processes (e.g. PGDS, IDP, Research, etc.) • Attend to management related issues such performance management • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Statistics or related field • At least five years experience in statistical related environment and/or in managing projects • Knowledge of survey methodologies, financial and risk management and sampling techniques • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit an innovative person with: • Good communication, report-writing, analytical, interpersonal and networking skills • Ability to work under pressure • Ability to handle multiple tasks and projects.

District Survey Co-ordinator
(One permanent position exists in the North West Provincial Office: Rustenburg District)
(Salary Level 9: R270 804 per annum)
(Ref. No.: 34/02/15NW)

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.

Systems Developer
(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 9: R270 804 per annum)
(Ref. No.: 35/02/15HO)

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 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.

IT Support Technician
(One permanent position exists in the ICT division at Head Office, Pretoria)
(Salary Level 9: R270 804 per annum)
(Ref. No.: 36/02/15HO)

Key Performance Areas: • Responsible for hardware and software support, repair and upgrades • First line network troubleshooting • Provide printer installations and support • Guide users on ICT related issues • Maintain ICT asset registers • Support the implementation of ICT related projects.

Prerequisites: • A three-year tertiary qualification in IT plus relevant experience in the IT support field • IT certificate, A+, MCSE and/or certified Netware Engineer will be added advantages • Troubleshooting experience • Experience in Transversal systems (BAS, Persal and Logis), in documenting procedures and processes for transversal systems • Valid driver's licence will be an added advantage.

Person Profile: • This position will suit a person with: • Good troubleshooting, interpersonal and communication skills • Ability to prepare technical reports • Ability to work independently • Willingness to travel extensively 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: R270 804 per annum)
(Ref. No.: 37/02/15HO)

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 tertiary qualification in Information Systems/Computer Science/Information Technology • A DBA certificate will be an added advantage • Understanding of 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 relational databases, 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.

Assistant Manager: Records Management
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary level 9: R270 804 per annum)
(Ref. No.: 38/02/15HO)

Key Performance Areas: • Provide inputs in the development of policies, plans, and standard operating procedures for records management • Co-ordinate centralised records management • Co-ordinate registry and messenger services • Liaise and advise stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Records Management/Logistics/Public Management • Training in strategic leadership and project management is essential • At least three years experience in supervision, records and registry management • Knowledge of financial management, administration and records management • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good negotiation, writing, analytical, financial, management, assertive, decisive, interpersonal and communication skills • Ability to work independently and in a team.

Standards Developer
(One permanent position exists in the Survey Standards division at Head Office, Pretoria)
(Salary level 8: R 227 802 per annum)
(Ref. No.: 39/02/15HO)

Key Performance Areas: • Develop and ensure maintenance of statistical standards • Provide support on gathering of inputs for the development of training material on the use of standards and support internally • Support NSSD with the development of guidelines and standards • Assist in conducting research on international best practices for the development of statistical standards.

Prerequisites: A three-year tertiary qualification in Statistics or related field • Training in standards development and project management is essential • At least two years experience in developing and implementing standards • Knowledge of government policies and initiatives as well as the role of statistics in government decision-making • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: 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.

Survey Statistician

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

(Ref. No.: 40/02/15HO)

(One permanent position exists in the Short-Term Indicators division at Head Office, Pretoria)

(Ref. No.: 41/02/15HO)

(Salary level 8: R227 802 per annum)

Key Performance Areas: • Participate in stakeholder meetings • Compile operational plan, survey methodology, questionnaire, data processing system and statistical processing methodology • Participate in the data collection process and conduct training of data collectors and compile training manuals • Perform advanced data analysis and editing • Compile quality standards and data analysis framework • Compile the dissemination plan, publication document and clearance document • Maintain detailed sources and methods documentation.

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

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

Survey Statistician

(One permanent position exists in the Eastern Cape Provincial Office)

(Salary level 8: R227 802 per annum)

(Ref. No.: 42/02/15EC)

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 advise on the implementation of survey monitoring.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Social Studies/Demography/Geography • Training in statistical software packages (e.g. SAS, SQL, SPSS and Super cross) is essential • At least two years working experience in the statistics field (including compilation of reports and doing research work) • 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, analytical, communication, presentation and training skills • Ability to work independently and as well as in a team • Ability to handle multiple and complex tasks • Ability to work under pressure, deliver to tight deadlines and demonstrate a high level of stress tolerance.

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

Closing date for applications: 27 February 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 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.

• **Gauteng:** Post to The Human Resources Officer, Private Bag X 7798, Johannesburg, 2000 or hand deliver at 284 Oak Avenue Randburg.

Enquiries: Ms Thakgodi Mamaila at (011) 420 0520.

• **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.

• **Free State:** Human Resource Officer, Statistics SA, Private Bag X20541, Bloemfontein 9300 or hand deliver at Ellen Gaborone Building, Corner Moshoeshoe & George Lubbe Street, Rocklands, Bloemfontein, 9300.

Enquiries: Kindly contact: Mr. Raymond Matsemela at (051) 412 7500.

• **Eastern Cape:** Post to the Human Resources Officer, Statistics South Africa, P.O.Box 7379, Quigney, East London 5211 or hand deliver at 15 Coutts Street, Ocean Terrace Park, Quigney.

Enquiries: Kindly contact Mr. Lungelo Nonkewuse at (043) 707 4900.

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.