

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: • Intellectual capability to lead the scientific work of statistics • Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public • Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness • Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear of favour) • Administrative competence: The ability of bringing it all together.

Manager: Management Information
(One permanent position exists in the Programme Office division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref: No.: 03/10/14HO)

Key Performance Areas: Ensure and develop the Management Information Repository policies, plans, procedures, guidelines, regular complex notes and compilation of reports • Formulate stakeholder engagement strategy with internal and external stakeholders and ensure they are trained in the utilisation of the Management Information Repository for Stats SA • Oversee, develop, improve and maintain the complex components, modules and database of the on-line Management Information Repository • Ensure and participate in the identification of potential data sources, obtain and make available integrated management information on the Management Information Repository • Oversee and participate in the improvement and maintenance of hardware and software needed by the Management Information Repository • Management of staff, and other resources e.g. financial resources and assets, risks and project performance.

Prerequisites: A three-year qualification in Computer Science/Management Information Systems/Computer Programming languages • A postgraduate degree will be an added advantage • At least ten years experience in relevant Management Information Repository/website development, computer programming, system and database development as well as management experience • Conceptualisation, interpretation, report writing and presentation skills • Extensive proven experience, skills in and knowledge of Free and Open Source Software (FOSS), MVC, jQuery, UML, SQL, HTML, Net, XML, AJAX, JSON and JavaScript environments, MS Project, MS Office (MS Word, MS Excel, MS PowerPoint); • Extensive experience in basic Linux administration (SUSE Linux Enterprise Server experience will be advantageous), database design on a MySQL database platform and PHP scripting • Management especially extensive project management experience and knowledge • Demonstrated in-depth technical and working knowledge and experience regarding Government financial concepts and management; principles of public administration, organisation and management; quality management; knowledge management; systems management and document management • Knowledge and experience in the following areas will be a further advantage: exposure to government transversal systems e.g. BAS, PERSAL.

Person Profile: This position will suit a person who: • Is able to apply creative thinking in the design of methods for processing management information with information technology systems • Is able to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions • Is able to develop effective solutions • Is able to write technical and management information reports • Has good presentation skills • Has excellent written and verbal communication skills • Has excellent interpersonal skills and networking skills • Has excellent organising and logistics skills • Is sensitive to the needs of stakeholders • Appreciates diversity • Has knowledge of relevant legislation • Is self-motivated, responsible and assertive • Is able to work under pressure • Is willing to work long hours.

Chief Demographer
(One permanent position exists in the Demographic Analysis division at Head Office, Pretoria)
(Salary level 13: R819 126 all-inclusive remuneration package per annum)
(Ref: No.: 04/10/14HO)

Key Performance Areas: • Provide leadership in conducting analysis and identifying themes of analysis of demographic phenomena • Engage strategically with stakeholders in government, academia and civil society over demographic issues for the purpose of identifying potential analysis collaborations • Provide specialised statistical support and insight to all stakeholders over demographic issues • Deliver in-depth comment on contemporary issues of relevance to demography by making use of current data sources • Actively participate in any initiatives relating to demographic issues.

Prerequisites: • A three-year tertiary qualification in Demography • A postgraduate qualification will be an added advantage • Training in project management is essential • At least six years relevant working experience in data analysis, report writing and, statistical analysis packages • Knowledge of mortality, morbidity, fertility, migration and research methods • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, communication, organisational, planning and management, analytical, strategic thinking, networking, facilitation, presentation, research, analytical and evaluation skills • Ability to work independently and in a team • Ability to handle multiple and complex tasks • Ability to work long hours under pressure and meet tight deadlines.

District Manager
(One permanent position exists in the Free State Provincial Office: Thabo Mofutsanyane District)
(Salary Level 12: R630 822 all-inclusive remuneration package per annum)
(Ref: No.: 05/10/14FS)

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: Finance and SCM
(One permanent position exists in the Free State Provincial Office)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref. No.: 06/10/14FS)

Key Performance Areas: • Develop tactical/operational plans, policies, procedures, process mapping and standard operating procedures (SOP) for the SCM in the province • Manage the functions for financial advisory services, financial management and financial administration in the province • Manage provincial SCM function • Manage provincial asset function • Liaise with stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Financial Management/Accounting • Training in Public Finance Management Act, LOGIS, BAS and PERSAL is essential • At least five years experience in Accounting and Auditing • Management experience in the finance field • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person who is: Trustworthy, patient and vigilant with good interpersonal, communication, quality management, problem-solving and decision-making skills • Must be independent and with a sound code of ethics.

Deputy Manager: Economist

(One permanent position exists in the Economic Analysis division at Head Office, Pretoria)

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

(Ref. No.: 07/10/14HO)

Key Performance Areas: • Develop, coordinate and implement detailed plans for relevant components of the GDP estimates • Oversee the execution of the GDP estimation plan and actively participate in all relevant and applicable activities • Provide key economic information about the South African economy through the estimation of the GDP • Conduct complex research in order to continuously update, assess and improve on the indicators and methodologies used for GDP estimation • Execute specialised and complex data analysis and editing, complemented by analytical reports • Develop, maintain and review economic guidelines and quality standards • Ensure the development of training manuals • Establish and maintain strategic contacts with local and international experts and organisations • Provide advice to a range of stakeholders on economic issues, trends and formulate recommendations • Lead the development and review of detailed sources and method documentation • Manage a team, staff performance and ensure compliance to applicable legislation and directives.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics or related field • Training in the System of National Accounts/GFS and related international accredited guidelines and methodologies from the IMF, OECD and the UN is desirable • Training in statistical techniques such as benchmarking and seasonal adjustment • Training in the compilation and use of price and volume indexes • Training in analytical or statistical software packages is essential • Experience in performing specialised economic analysis • At least three to five years experience in the field of national accounts and/or relevant economics statistics field • Proven research experience • Working knowledge of National Accounts • Knowledge of relevant economic research methodologies • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good interpersonal, communication, planning and management, project management, presentation, 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.

Deputy Manager: Creditors Payment

(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.: 08/10/14HO)

Key Performance Areas: • Manage processing of invoices and claims to service providers and other persons • Ensure the maintenance of sound financial controls • Oversee the reconciliation of balances on suspense accounts and related transactions • Manage compilation and submission of financial statements as prescribed • Effectively manage petty cash • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Finance • Training and experience in BAS/Logis is essential • At least five years experience working in Accounts and Payments • Knowledge of financial administration and processing of transactions on transversal systems • Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts, Public Service Regulations and MS Office Suite is essential • A valid driver's license.

Person Profile: • This position will suit a person who has: • Good logical, analytical, planning, administrative, supervisory, communication and report writing skills • Must take initiative, be assertive, forthright, honest, and have the drive to take ownership of his/her work.

Principal: Management Information Officer
(One permanent position exists in the Programme Office division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 09/10/14HO)

Key performance areas: Develop the Management Information Repository policies, plans, procedures, guidelines, and compile regular complex notes and reports • Provide support and liaise with internal and external stakeholders and train them on Management Information Repository • Develop, implement, maintain and improve the complex components, modules and database within an on-line Management Information Repository • Identify potential sources and make available integrated management information on the Management Information Repository • Maintenance of hardware and software required by the Management Information Repository.

Prerequisites: A three-year qualification in Computer Science/Management Information Systems/Computer Programming languages • A postgraduate degree will be an added advantage • At least five years experience in relevant Management Information Repository /website development, computer programming, system and database development as well as management experience • Knowledge of MS Office Suite and experience in MS Project and Visio Standard • Conceptualisation, interpretation, report writing and presentation skills • Extensive proven experience, skills in and knowledge of Free and Open Source Software (FOSS), MVC, jQuery, UML, SQL, HTML, Net, XML, AJAX, JSON and JavaScript environments, MS Project, MS Office (MS Word, MS Excel, MS PowerPoint); • Extensive experience in basic Linux administration (SUSE Linux Enterprise Server experience will be advantageous), database design on a MySQL database platform and PHP scripting • Management especially extensive project management experience and knowledge • Demonstrated in-depth technical and working knowledge and experience regarding Government financial concepts and management; principles of public administration, organisation and management; quality management; knowledge management; systems management and document management • Knowledge and experience in the following areas will be a further advantage: exposure to government transversal systems e.g. BAS, PERSAL.

Person profile: This position will suit a person with: • Good presentation, communication, interpersonal, team-building, networking, organising and logistics skills • Ability to apply creative thinking in the design and handling of multiple and complex tasks and projects • 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 • Sensitivity to the needs of stakeholders • Ability to appreciate diversity • Self-motivation, responsibility and assertiveness • Ability to work under pressure and long hours • A valid driver's license.

Principal Demographer
(One permanent position exists in the Demographic Analysis division at Head Office, Pretoria)
(Salary level 11: R532 278 all-inclusive remuneration package per annum)
(Ref: No.: 10/10/14HO)

Key Performance Areas: • Provide support in conducting analysis and identifying themes of analysis of demographic phenomena • Engage with stakeholders in government, academia and civil society over demographic issues • Respond to data requests to all stakeholders over demographic issues • Deliver comment on contemporary issues of relevance to demography making use of current data sources • Support any initiatives relating to demographic issues.

Prerequisites: A three-year tertiary qualification in Demography • A postgraduate qualification will be an added advantage • At least five years experience in quantitative and qualitative research experience, and data analysis • Training in Project Management and statistical analysis packages is essential • Knowledge of fields such as mortality, morbidity, fertility, migration and research methods.

Person Profile: This position will suit a person who is: Innovative, independent and team player-orientated with good communication, interpersonal, presentation analytical, networking and organising skills • Ability to work under pressure • Willingness to travel extensively.

Assistant Manager: Economist
(Five permanent positions exist in the Economic Analysis division at Head Office, Pretoria)
(Salary Level 10: R337 998 per annum)
(Ref: No.: 11/10/14HO)

Key Performance Areas: • Develop and implement detailed plans for relevant components of the GDP estimates • Execute activities in the process of compiling GDP estimates and other economic statistics • Provide designated economic information about the South African economy through the estimation of the GDP • Conduct research in order to continually update, assess and improve on the indicators and methodologies • Execute specialised and complex data analysis and editing • Draft and update sources and method manuals • Liaise and communicate with stakeholders • Provide inputs on economic issues and trends as well as formulate recommendations • Manage team performance and comply with relevant legislation and directives.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics or related field • Training in the System of National Accounts and other related international guidelines and standards required • Training in statistical techniques such as benchmarking and seasonal adjustment • Training in the compilation and use of price and volume indexes • Training in analytical or statistical software packages is essential • At least two to four years experience in the field of national accounts and/or relevant economics statistics field • Proven research experience • Experience in performing specialised economic analysis • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good management, communication, planning, project management, presentation, analytical and problem solving skills • Ability to work under pressure and long hours.

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

Closing date for applications: 31 October 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.

• **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.

Due to the pending Post Office strike, applicants are encouraged to hand-deliver their applications at the nearest Stats SA office.

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