



The South Africa I know, the home I understand

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

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

#### **Chief Survey Statistician**

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

**(Salary Level 13: R819 126 all-inclusive remuneration package per annum)**

**(Ref: No.: 01/05/14HO)**

**Key Performance Areas:**

- Strategically identify and recommend appropriate survey methodologies, design and conceptualise instruments and questionnaires and give expert input on the development of training material
- Conceptualise highly specialised editing and imputation systems
- Develop and render technical guidelines on the dissemination of social statistics
- Develop, interpret and record statistical data according to the statistical value chain
- Mentor and provide on-the-job training to staff
- Provide specialised advice to stakeholders.

**Prerequisites:**

- A postgraduate qualification in Demography/Economics/Development Studies/Statistics or related field
- At least six years experience in a statistical/research/information management environment
- Proven ability to write reports
- Working experience of statistical packages, preferably SAS programming and SAS enterprise guide
- Proven supervisory skills
- Knowledge of MS Office Suite.

**Person Profile:**

- This position will suit a person with: Integrity and good numerical, analytical and communication skills
- Ability to pay attention to detail
- Ability to work independently and under pressure
- Willingness to work long hours and travel when the need arises
- Ability to liaise and advise on content related matters at all levels of the organisation.

#### **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.: 02/05/14FS)**

**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: Creditors Payment Unit**

**(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.: 03/05/14HO)**

**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 salaries, debt management and bookkeeping • 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.

**Deputy Manager: CPI Fieldwork Operations**

**(One permanent position exists in Consumer Price Index division at Head Office, Pretoria)**

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

**(Ref: No.: 04/05/14HO)**

**Key Performance Areas:** • Develop policies and procedures for field operations • Ensure implementation of appropriate CPI methodology • Manage planning of CPI field survey • Manage monitoring and evaluation of the CPI field survey • Liaise and provide technical support to stakeholders • Manage staff and other resources.

**Prerequisites:** • A three-year tertiary qualification in Statistics/Economics/Accounting/Management • Training in Price Statistics, project management, quality management and data management is essential • At least five years of experience in quality control work, data collection, fieldwork and team management • Knowledge of Price Statistics, Economics Statistics, CPI Methodology and MS Office Suite • A valid driver's license.

**Person Profile:** • This position will suit a person with: Good interpersonal, problem-solving, communication, co-ordination, planning and liaison skills with a strong focus on service delivery, customer needs • Ability to work under pressure, and to handle multiple and complex tasks and projects • Willingness to travel extensively to all districts.

**Deputy Manager: Finance Advisory Support**

**(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.: 05/05/14HO)**

**Key Performance Areas:** • Oversee the development and review of relevant financial policies, procedures, practice notes and instructions • Monitor and ensure the implementation of finance internal controls in the organisation • Monitor the investigation of irregular and fruitless and wasteful expenditure and other financial

misconduct • Manage the damages and losses suspense account • Render financial advisory support to the department • Manage and supervise support staff.

**Prerequisites:** • A three-year tertiary qualification in Accounting/Auditing or related field • Training in Audit, Fraud Prevention, Supply Chain Management, BAS, Logis, Persal and Risk Management is essential • At least five years experience working in an accounting environment of which two years should be in a supervisory capacity • Knowledge of financial management, auditing, internal control, project management and the use of spreadsheets to record and analyse financial data • Knowledge of the PFMA, Treasury 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 • Ability to communicate at all levels and have the courage to confront management with unpleasant issues.

**Principal Survey Statistician**  
**(One permanent position exists in the Social Statistics division at Head Office, Pretoria)**  
**(Salary level 11: R532 278 all-inclusive remuneration package per annum)**  
**(Ref: No.: 06/05/14HO)**

**Key Performance Areas:** • Develop training manuals for household surveys and provide input into questionnaire design and research methodology • Analyse data towards the publication of statistical releases and reports • Develop Editing and Imputation systems • Ensure the recording of all activities related to the statistical value chain and the development of metadata • Give advice and inputs relating to the collection, analysis and dissemination to other government and private institutions.

**Prerequisites:** • A three-year tertiary qualification in Statistics/Demography/Economics or related field • A postgraduate degree will be an added advantage • Training in a statistical analysis software package, such as SAS, STATA and SPSS • At least five years relevant experience • Knowledge of SAS programming will be an added advantage • 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 numerical, analytical, conceptual and problem-solving, communication and interpersonal skills • Ability to work independently and under pressure.

**Principal Systems Developer**  
**(Two 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.: 07/05/14HO)**

**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:** This position will suit a person who has: 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.

---

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

**Closing date for applications: 6 June 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.

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