



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 favour) • Administrative competence: The ability of bringing it all together.

**Office Manager: Office of the DDG: Corporate Services**  
**(One permanent position exists in the Office of the DDG: Corporate Services at Head Office, Pretoria)**  
**(Salary level 14: R1 042 500 all-inclusive remuneration package per annum)**  
**(Ref. No.: 06/11/15HO)**

**Key Performance Areas:** • Manage and monitor activities driven through the DDG's office, including plans and projects to ensure realization of objectives and timeframes • Monitor, innovate and recommend governance and compliance systems and processes that will ensure that strategic and operational objectives of the Corporate Services cluster are met • Emphasize, articulate and communicate issues regarding corporate governance at all levels in the organization and at Ministerial level • Establish, maintain and continuously enhance relationships with internal and external stakeholders for Stats SA • Receive, analyse and consolidate reports from all Executive Managers and Project Managers reporting to the DDG • Provide management information reports which will facilitate informed decision making • Enhance compliance and governance for the organisation • Assist in ensuring continuous improvement of cluster delivery of services to core functions and across government • Ensure adherence to the requirements of the Public Finance Management Act, Public Service Act, Statistics Act, Stats SA policies and procedures and other relevant legislations • Evaluate programmes and projects across Corporate Services cluster and provide information to make informed decisions regarding strategic issues facing the organization • Drive the implementation of the integration plan of processes for the projects in the Corporate Services cluster.

**Prerequisites:** • A post graduate degree in Finance, Audit, Human Resource Management and Development or equivalent • Extensive experience in human resources, strategic planning, finance management, financial accounting, and supply chain management • Experience in evaluating performance of programmes and projects • Thorough understanding and commitment to government objectives in general and those of Stats SA • Demonstrable experience in turnaround strategies and actual implementation of such (at least one key turnaround project must be demonstrated by the candidate) • Six (6) years of active experience in governance and compliance must be demonstrated • Experience to transfer skills and educate clients within and outside the organisation.

**Person Profile:** • This position will suit a person with: • Excellent project management, communication, analytical, report writing, presentation, interpersonal and organising skills • Sound human relations, strategic thinker, decisive, resilient, honesty and integrity • Ability to work with other government departments to process / resolve interdepartmental matters • Ability to work long hours under extreme pressure and meet tight deadlines whilst simultaneously paying attention to detail • Ability to liaise at all levels of the organisation • Ability to advocate for risk management as well as governance awareness • Willingness to travel and work long hours.

**Office Manager: Office of the DDG Methodology, Standards & Research**  
**(One permanent position exists in the Office of the DDG: Methodology, Standards & Research at Head Office, Pretoria)**  
**(Salary level 13: R864 177 all-inclusive remuneration package per annum)**  
**(Ref. No.: 07/11/15HO)**

**Key Performance Areas:** • Assist the DDG to monitor and implement decisions taken at both internal and external forums (e.g Exco, Cluster Meetings, Intergovernmental Meetings etc) • Establish, maintain and continuously improve relationships with internal and external stakeholders to facilitate the attainment of business goals and ensure that the stakeholders needs are met • Manage and monitor activities driven through the DDG's office, including plans and projects to ensure realisation of objectives and timeframes • Receive, analyse and consolidate reports from all Executive Manager/Project Managers reporting to the DDG as well as provide management information reports which will facilitate informed decision making • Represent the DDG in internal and external meetings • Identify linkages and dependencies between activities within the cluster and optimize resource allocation accordingly • Initiate systems and processes for the monitoring of strategic and operational objectives/plans within the cluster • Prepare reports and communicate as well as articulate issues internally and externally • Advise the DDG on compliance issues • Assist in the implementation of standards.

**Prerequisites:** A relevant Bachelors degree • Management course will be an added advantage • Extensive experience in quantitative research and working with large data sets • Experience working with basic statistical concepts • Background in projects, finance, HR management • Thorough understanding and commitment to government objectives in general and the role of Statistics SA.

**Person Profile:** • This position will suit a person with: Excellent analysis, interpretation report writing and presentation skills • Project Management skills • High degree of computer literacy and ability to learn new packages independently • Excellent communication and interpersonal skills • Ability to liaise at all levels of the organization • Ability to work under pressure and meet deadlines, whilst still paying attention to detail.

**Deputy Manager: Physical Security**  
**(One permanent position exists in the FMLS division at Head Office, Pretoria)**  
**(Salary level 11: R 569 538 all-inclusive remuneration package per annum)**  
**(Ref. No.: 08/11/15HO)**

**Key Performance Areas:** • Develop policies, process and procedures and plans for security management • Manage physical security in the organisation • Manage the security systems • Manage compliance of Occupational Health and Safety within the organisation • Liaise with clients • Manage staff and other resources.

**Prerequisites:** • A tertiary Degree in Security Management/Law be accompanied by the academic report • Training in security management/fire training/risk management/project management/occupational health and safety is essential • At least five years' experience in security management • Knowledge of legal principles of contracts, contract managing, organising sessions, reporting, project management, financial management, bid procedures SCM procedures, research and investigating • Proven practical application of MS Office Suite • A valid driver's license.

**Person Profile:** • This position will suit a person with: Good interpersonal, conceptual, analytical, communication, numerical, negotiation, conflict management, interpretation, report writing, facilitation listening and supervisory skills • Willingness to travel and work long hours.

**Deputy Manager: SCM Contract Management**  
**(One permanent position exists in the Financial Administration division at Head Office, Pretoria)**  
**(Salary level 11: R569 538 all-inclusive remuneration package per annum)**  
**(Ref. No.: 09/11/15HO)**

**Key Performance Areas:** • Develop policies, plans and procedures, guidelines, and processes regarding contract management • Manage compilation of draft contracts entered into by Statistics South Africa and service providers • Manage the design, maintain and operate a contract management system for Statistics South Africa • Ensuring monitoring and evaluation of performance by service providers and compile regular

reports • Facilitate contract negotiations with the service providers on behalf of the organisation • Manage staff and other resources.

**Prerequisites:** • A tertiary Degree in SCM/Logistics/Public Administration/Financial Accounting be accompanied by the academic report • Training in Supply Chain Management/Contract management/Logis/Iqual/BAS is essential • At least five years' experience of drafting, managing, monitoring, evaluation of outsourced strategy and managing of sourcing strategy • Knowledge of legal principles of contracts, contract managing, organising sessions, reporting, project management, financial management, bid procedures SCM procedures, research and investigating • Proven practical application of MS Office Suite • A valid driver's license.

**Person Profile:** • This position will suit a person with: • Good communication both verbal and writing, analytical, interpretation, problem solving organising, listening, writing, comprehensive reading, policy development, facilitation, presentation and interpersonal skills • Ability to resolve conflicts • Ability to pay attention to detail • Ability to handle stress work under pressure • Ability to work under tight deadlines • Willingness to work long hours.

**Employment Equity Coordinator**  
**(One permanent position exists in the Human Resource Management and Development division at Head Office, Pretoria)**  
**(Salary level 9: R289 761 per annum)**  
**(Ref. No.: 10/11/15HO)**

**Key Performance Areas:** • Provide advice in the recruitment and employment of people with disabilities (PWD) • Provide advice to ensure that the physical work environment is accessible for PWD • develop mechanisms and interventions of educating and sensitising the organisation on disability • Ensure provision of reasonable accommodation to staff members with disabilities • Monitor the implementation of capacity building for PWD • Develop disability management policies and procedures • consult with stakeholders on disability mainstreaming • Monitor and evaluate the implementation of disability management. .

**Prerequisites:** A tertiary Degree in Human resource Management or related • be accompanied by the academic report • Training in disability/advocacy/human resource management/ project management/financial management/strategic planning/monitoring and evaluation is essential • At least three years' experience in the field of disability • Knowledge of MS Office Suite.

**Person Profile:** • This position will suit a person with: • Good communication both verbal and writing, interviewing, presentation, and interpersonal skills • Ability to pay attention to detail • Ability to work under pressure • Willingness to work long hours.

**Assistant Manager: District Coordinator**  
**(One permanent position exists in the Eastern Cape Provincial Office: Joe Gqabi District Office)**  
**(Salary level 9: R289 761 per annum)**  
**(Ref. No.: 11/11/15EC)**

**Key Performance Areas:** Implement district operational plans, procedure, process mapping and implementation of policies in the district • Provide assets management and office administration in the district • Provide FMLS(Facilities Management Logistics and Security) and related services in the district office • Provide Supply Chain Management services in the districts • Provide financial administration and control function in the district • Coordinate the implementation of HRM functions in the district.

**Prerequisites:** A tertiary Degree or National Diploma in Administration with Accounting • Training in Logis and BAS is essential • Understanding of Project Management and Statistical products • At least three years' experience in general office administration • A valid driver's license will be an added advantage.

**Person Profile:** This position will suit persons with: • Good interpersonal skills, organising skills, communication skills, customer service skills • Willingness to work long hours.

**Assistant Manager: District Survey Coordinator**  
**(One permanent position exists in the Eastern Cape Provincial Office: Nelson Mandela Metropolitan District)**  
**(Salary level 9: R289 761 per annum)**  
**(Ref. No.: 12/11/15EC)**

**Key Performance areas:** Implement district operational plans, procedure, process mapping and implementation of policies in the district • Conduct fieldwork data collection for projects in the district • Supervision of staff • Liaise with internal and external stakeholders • Conduct trainings for projects in the district office • Coordinate listing and updating of dwelling units in sampled PSU.

**Prerequisites:** A three year tertiary qualification in Statistics, Mathematics, Social Sciences, Demography, Geography or Public Administration • Training in Sampling Techniques, Survey Methodology, MS Office Suite, Financial and Fleet Management, Human Resources, Labour Relations and Project Management is essential • At least three years experience in fieldwork operations • Knowledge of Survey Methodologies, Project Management, Risk Management and Financial Management • A valid driver's license.

**Person profile:** This position will suit a person who is: • An assertive, innovative thinker and team player with the ability to adapt to change • Willingness to travel and work long hours • Ability to work under pressure to meet deadlines and to work in challenging terrains.

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

**Closing date for applications: 27 November 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 Delta 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.

• **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 Ms Nozuko Gwabeni 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.**

**Level 13 Posts:** All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.