



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.: 10/02/16HO)

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.: 11/02/16HO)

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.

Chief Survey Statistician
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary Level 13: R864 177 all-inclusive remuneration package per annum)
(Ref. No.: 12/02/16HO)

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 poverty and expenditure surveys • Provide highly technical advice on the analysis of data and writing of reports • Liaise and provide statistical support to stakeholders • Mentor staff.

Prerequisites: • An Honours degree in Economics/Statistics/Econometrics/Demography/Development studies or related social field • Extensive experience in Project management, poverty and inequality analysis as well as advanced SAS is essential • At least six years experience as a Principal Survey Statistician or equivalent Middle Management experience coupled with experience in the analysis of data, policy development, research and writing reports • A valid driver's license.

Person Profile: • This position will suit a person with: • Good presentation, analytical, management, communication, report writing, leadership, organising, interpersonal and project management skills • Ability to analyse information and situations, identify and solve problems, reason logically and draw valid conclusions • Ability to apply creative thinking in the design and handling of multiple and complex tasks and projects • Ability to work under pressure • Willingness to travel and work long hours.

Chief Survey Statistician
(One permanent position exists in the Poverty and Inequality Statistics division at Head Office, Pretoria)
(Salary Level 13: R864 177 all-inclusive remuneration package per annum)
(Ref. No.: 13/02/16HO)

Key Performance Areas: • Provide inputs to development of strategic, tactical and operational plans for the component • Conceptualise and develop content for the divisional surveys and products • Lead and conceptualise the development and testing of survey instruments, procedures and guidelines for poverty and

expenditure surveys • Provide highly technical advice on the analysis of data and report writing • Liaise and provide statistical support to stakeholders • Mentor staff.

Prerequisites: • An Honours degree in Economics/Statistics/Econometrics/Demography/Development Studies or related Social field • Training in Project Management, Poverty and Inequality Analysis, and Advanced SAS is essential • At least six years proven experience as a Survey Statistician and in analysis of data, research and report writing • Knowledge of policy development • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, analytical, problem-solving, planning, organising, facilitation, presentation, report writing, conceptual, numerical, management and leadership skills • Ability to demonstrate professionalism • Ability to work under pressure • Ability to handle multiple and complex tasks and projects • Willingness to travel and work long hours.

Deputy Manager: Quarterly Employment Statistics
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary Level 11: R569 538 all-inclusive remuneration package per annum)
(Ref: No.: 14/02/16HO)

Key Performance Areas: • Development of policies, strategic, business and operational plans for the component • Development of content (questionnaires and training manuals) for QES • Coordinate data collection and data processing • Analysis of data and compilation of reports • Development and maintenance of the dissemination plan, compile publication document and clearance document • Development and maintenance of detailed sources and methods documentation • Continuous communication with stakeholders • Supervision of staff and other resources.

Prerequisites: • A Honours degree in Statistics/Econometrics/Economics/Social Science/Accounting • Advanced training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential • At least five years of experience as a Middle Manager and proven experience in analysis of data, report writing, and quantitative research • Proven use of statistical software for data analysis • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, analytical, problem-solving, planning, organising, facilitation, presentation, report writing, conceptual, numerical, management and leadership skills • Ability to work under pressure • Ability to handle multiple and complex tasks and projects • Willingness to travel and work long hours.

Deputy Manager: Demographer (Content Development & Products)
(One permanent position exists in the Population Statistics division at Head Office, Pretoria)
(Salary Level 11: R569 538 all-inclusive remuneration package per annum)
(Ref. No.: 15/02/16HO)

Key Performance Areas: • Develop component's tactical and operation plans • Develop census/survey content and products • Conduct users/stakeholder's consultation workshops on data items and products • Provide support on census/survey training on content and methodologies • Conduct census/survey analysis and product development processes • Supervise staff.

Prerequisites: • A degree in Statistics/Demographer or related field • A postgraduate qualification is essential • At least five years experience in population or social statistics • Ability to work with large datasets • Knowledge in the field of Demography, Population studies or Statistics • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, analytical, presentation and report writing skills with high work ethics • Ability to work independently as well as in a team.

Deputy Manager: ICT Risk
(One permanent position exists in the Information Communication Technology division at Head Office, Pretoria)
(Salary Level 11: R569 538 all-inclusive remuneration package per annum)
(Ref. No.: 16/02/16HO)

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.

Deputy Manager: Risk Management
(One permanent position exists in the Corporate Governance division at Head Office, Pretoria)
(Salary level 11: R569 538 all-inclusive remuneration package per annum)
(Ref: No.:17/02/16HO)

Key Performance Areas: • Develop and implement systems, policies, standards and procedures for the identification, collection and analysis of risk/related information • Facilitate and implement integrated risk management within the organisation • Analyse, evaluate and monitor the implementation of risks • Compile the risk register, develop and maintain the department's risk profile • Monitor and provide a risk status report • Assist in ensuring the development of business Continuity Management (BCM) process within the organisation • Supervise staff.

Prerequisites: • A Degree in Accounting/Risk Management/Internal Audit/internal Control to be accompanied by an academic report • Training in Risk Management/Business Continuity is essential • Training in HR legislations, policies and procedures • At least five years experience in one or more of the following fields: risk management/quality improvement/Accounting/internal Audit • Knowledge of accounting principles and techniques, managerial principles and computerised information systems • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person who is: • Analytical, honest, objective with interpersonal and communication skills • Willingness to travel and work long hours.

Deputy Manager: SCM (Logistics)
(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.: 18/02/16HO)

Key Performance Areas: • Develop applicable operational plans, policies and procedures • Ensure provision of efficient and effective ordering services • Manage transit and distribution management • Manage warehouse and courier services • Verify and consolidate commitments and accruals • Liaise and provide support to stakeholders • Ensure all queries are attended to with regard to audit queries • Manage staff and other resources.

Prerequisites: • A degree in Supply Chain Management/Logistics/Public Administration/Financial Management/Accounting • Knowledge of LOGIS, Supply Chain Management and BAS is essential • At least five years relevant experience in Supply Chain Management • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, report writing, analytical, numerical, leadership, negotiation, decision-making and financial management skills • Ability to train staff • Willingness to travel and work long hours.

Deputy Manager: Data Collection and Field Training
(One permanent position exists in the Community Surveys and Census Operations division at Head Office, Pretoria)
(Salary Level 11: R569 538 all-inclusive remuneration package per annum)
(Ref. No.: 19/02/16HO)

Key Performance Areas: • Review and develop policies and plans for Census Data Collection. • Develop Data Collection Strategies, methodologies and manuals • Develop training material and coordination of training for data collection process • Design mini-test Data Collection methodology and other tools and coordination of testing • Develop and implement quality management for data collection • Liaise with and provide support to internal and external stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Demography/Statistics/Social Sciences or related field • Training in Project Management and Advanced Management Development Programme is essential • At least five years experience as a middle manager and experience of Survey/Census development work and field training • Knowledge of South African Surveys/Census taking, fieldwork and MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: Good communication, supervisory, leadership, interpersonal, analytical and facilitation skills • Ability to communicate with contractors at senior levels, and be decisive, creative, improvement and quality oriented • manage people and teamwork oriented • Willingness to work long hours, weekends and travel all over the country.

Principal Survey Statistician
(One permanent position exists in the SCM&E division at Head Office, Pretoria)
(Salary Level 11: R569 538 per annum all-inclusive remuneration package per annum)
(Ref: No.: 20/02/16HO)

Key Performance Areas: • Participate in the development of the integrated household surveys, M&E strategies and plans • Design and co-ordinate the development of monitoring and evaluation systems, tools, indicators and mechanisms for surveys and census • Research and design monitoring and evaluation studies • Conduct monitoring and evaluation field operations • Conduct processing, analysis and reporting • Liaise with stakeholders • Effective supervision of staff and utilisation of resources.

Prerequisites: • A Bachelors degree in Statistics/Demography/Population Studies/Social Sciences (with Statistics/Mathematics as a subject) • Training in Monitoring and Evaluation or related field is essential • At least five years experience in facilitation and/or development and/or implementation of strategy monitoring systems, survey and census fieldwork operations, financial management and performance management • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: • Good communication, facilitation, report writing, leadership, assertiveness and analytical skills • Ability to work in a team • Willingness to travel extensively.

Assistant Manager: Survey Statistician
(One permanent position exists in the Structural Industry Statistics division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 21/02/16HO)

Key Performance Areas: • Attend to user needs and queries • Develop survey methodology, questionnaire, data processing system and statistical processing methodology • Coordinate and monitor the data collection

process training of data collectors and development of training manuals • Perform advanced data analysis and editing • Review quality standards, data analysis framework and implementation of operational plans • Develop and maintain the dissemination plan, publication document and clearance document • Develop and maintain detailed sources and methods documentation • Manage team's performance and comply to human resources directives and legal frameworks.

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

Person Profile: • This position will suit a person with: • Good communication, interpersonal, planning, organising, analytical, numerical and problem-solving skills • Ability to meet deadlines • Ability to be accurate and pay attention to detail.

Assistant Manager: Language Services
(Two permanent positions exist in the Publication Services division at Head Office, Pretoria)
(Salary level 9: R289 761 per annum)
(Ref. No.: 22/02/16HO)

Key Performance Areas: • Provide inputs on the unit's procedures, standards and plans, processes and guidelines • Provide and quality check the editing and proofreading services and functions for the organisation's publications and correspondence • Provide inputs and promote usage of the style guide according to the latest language practices • Quality check translated documents in at least one of the country's official languages • Liaise with stakeholders • Convene working groups meetings for the development of terminology for specific language working groups • Supervise junior staff.

Prerequisites: • A degree/diploma in Publishing/Editing/Communication/Journalism/Linguistics/BA in Languages (English Lit or writing) • At least three years experience in communication or publishing as a copy (text) editor in English • Knowledge of editing, publishing, printing, information dissemination and production systems employed in statistical documents • Knowledge of the publishing process and language planning, supervisory and team management • Superior knowledge of the English grammar and vocabulary and its application, and continuous update of the English language usage • Good understanding of the current social, developmental and economic affairs of South Africa • Knowledge of MS Office Suite.

Person Profile: • These positions will suit a person with: • Good numerical, time management, statistical literacy, research, linguistics, writing, communication and editing skills • Ability to work under pressure, in a team as well as independently • Ability to pay attention to detail and have a questioning mind • Ability to sort out work-related problems and adhere to strict deadlines • Willingness to travel and work long hours.

Assistant Manager: Processing Operations
(One permanent position exists in the Corporate Data Processing division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref: No.: 23/02/16HO)

Key Performance Areas: • Provide inputs towards the development of policies, procedures and coordination of processes for Household Surveys Processing • Facilitate data processing operations • Facilitate the training of processing team • Participate in the setting of quality controls and assurance standards for all data processing activities • Provide support in liaison with stakeholders • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Public Administration/Management/Economics • SAS training is essential • At least three years experience in data processing • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, numerical and leadership skills • Ability to work in a team • Ability to work under pressure to meet deadlines • Willingness to travel and work long hours.

Assistant Manager: Labour Relations
(One permanent position exists in the HRM&D division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref: No.:24/01/16H0)

Key Performance Areas: • Conduct grievance processes • Handle disciplinary matters • Facilitate appeals against the outcomes of the disciplinary proceedings • Deal with disputes and labour unrest • Coordinate and compile case management issues.

Prerequisites: • A three-year tertiary qualification in Labour Law/Labour Relations/Human Resources/ Industrial Psychology to be accompanied by an academic report • At least three years experience in Labour Relations • Training in management of conflict/law of evidence/handling of negotiations/understanding of employment contracts is essential • Knowledge of HRM, labour relations, law evidence and interpretation of statutes.

Person Profile: • This position will suit a person who has: • Good communication, counselling, writing, diplomacy, presentation, facilitation and interpersonal skills • Ability to manage power and to understand diversity • Ability to work with people • Willingness to travel.

Persal Personnel Controller
(One permanent position exists in the HRM&D division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref: No.:25/02/16H0)

Key Performance Areas: • Provide inputs in the development of policies, procedures, operational / work plans, practices notes and process flows • Ensure the effective utilisation of PERSAL system in the organization • Provide access to PERSAL system for users. Monitor legitimate users • Conduct PERSAL audits and inspections • Evaluate and register System Change Controls • Provide PERSAL training to users • Provide PERSAL work file reports to Management • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in HRM/HRD/Financial Management/Auditing/Public Administration to be accompanied by an academic report • Training in HR legislations, policies and procedures, Persal controllers course, Introduction, personnel administration, salary administration, leave management and establishment administration management is essential • At least three years experience in finance environment/Persal Controllers duties • Knowledge of MS Office Suite.

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

Service Desk Agent
(Two permanent positions exists in the Information and Communication Technology division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref: No.: 26/02/16HO)

Key Performance Areas: • Provide Customer/User interface • Provide First Line Technical and departmental support • Facilitate Business service request • Assist in generating a knowledge base of known errors.

Prerequisites: • A three-year tertiary qualification in IT or related qualification • Service Desk and Call Centre training, and ITIL certificate (V3) is essential • SDI Service Desk Institute Analyst and Quality Management certifications will be an added advantage • At least three years in a similar role/relevant working experience • Knowledge of Call Centre Telephone Management Systems, Knowledge of Windows OS, Linux OS, Netware is an added advantage • Knowledge of LAN, WAN, VPN, RAS, Printers, Scanners, Desktop and Laptop hardware fields • Understanding of Service Desk systems and trouble ticketing process.

Person Profile: • This position will suit a person with: • Good communication, telephone etiquette, organising, project and resource management, problem-solving and team oriented interpersonal skills • Ability to set customer service standards and develop appropriate guidelines • Ability to supply monthly status documentation based on the service desk systems trouble tickets • Ability to commit to a task and complete tasks within required periods • Ability to understand and adhere to policies and procedures • Willingness to travel and work long hours.

Price Methodologist

(One permanent position exists in the Price Statistics division at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 27/02/16HO)

Key Performance Areas: • Provide inputs on development of methodologies regarding price statistics based on international best practices and ensure continuous improvement of price statistics • Participate in ensuring that price statistics are collected and compiled using the best international practices • Participate in the development and maintenance of detailed sources as well as the methods documentation relevant activities for all price statistics publications • Participate in reweighting (weights estimation), rebasing, and sample management of price statistics • Design statistical programs and participate in the writing of guidelines, specifications including instructions to programmers and analysis of data • Interact stakeholders • Provide inputs to management relating to MTEF, and operational planning and budgeting.

Prerequisites: • A three-year tertiary qualification in Economics/Statistics or related discipline • Training in quantitative analysis is essential • At least three years experience in quantitative analysis and research • Knowledge of SAS and MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person with: • Good communication, research, report writing and problem-solving skills at an operational level • Ability to work under pressure and deliver to tight deadlines • Ability to work independently and adapt to change • Ability to critically evaluate work methods and content.

Assistant Manager: Economist
(One permanent position exists in the Application of National Accounts component at Head Office, Pretoria)
(Salary Level 9: R289 761 per annum)
(Ref: No.: 28/02/16HO)

Key Performance Areas: • Assist with operational planning in the component • Execute activities in the process of compiling Environmental Economic Accounts • Conduct research in order to continually update, assess and improve on Environmental Economic Accounts • Conduct data analysis and editing on Environmental Economic Accounts • Draft and update sources and methods • Interact with stakeholders as required.

Prerequisites: • A Bachelor degree in Economics/Environmental Economics/Environmental studies and or related field • Training in the System of National Accounts, as well as other related international guidelines and standards is required • At least three years experience in the field of national Accounts and/or relevant Economics Statistics filed • Experience in the compilation of Environmental Economic Accounts would be an added advantage • Experience in data collection, analysis, evaluation and interpretation • Competence in the use of office software packages such as MS Office Suite (specifically Excel, Word and Power Point).

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 deliver to deadlines • Willingness to work long hours.

Provincial Security Co-ordinator
(One permanent position exists in the North-West Provincial Office)
(Salary Level 9: R289 761 per annum)
(Ref. No.: 29/02/16NW)

Key Performance Areas: • Co-ordinate, monitor and ensure compliance relating to security processes and procedures • Provide and co-ordinate physical security function in the province • Provide effective occupational health and safety functions in the province • Conduct investigations on security related matters • Provide effective information security compliance in the province • Liaise with stakeholders.

Prerequisites: • A Degree/Diploma in Law Enforcement/Security Management to be accompanied by academic report • Training in security management/security appraisals/security investigations/project management is essential • State Security Agency Management/Advisor Course will be an added advantage. At least three years experience in security management, security investigation and assessment • Supervisory experience will be an added advantage • Knowledge of security administration, investigation methodologies, information security audits as well as conducting threat and risk assessments • 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 communication, conflict management, interpersonal, assertive, analytical, negotiation and report writing skills • Willingness to travel extensively and work long hours • The candidate will be subjected to a Top Secret Clearance process.

Survey Statistician: Service Delivery Statistics
(One permanent position exists in the Social Statistics division at Head Office, Pretoria)
(Salary Level 8: R243 747 per annum)
(Ref: No.: 30/02/16HO)

Key Performance Areas: • Develop training manuals surveys and provide inputs in the development of data collection instruments • Provide input in the development of editing and imputation systems • Analyse data towards the publication of statistical release and user request • Participate in the production of thematic report and research papers • Provide inputs in the development of operational plan and statistical processing methodology • Record all activities and inputs related to the statistical value chain and the development of the data • Interact with internal and stakeholders.

Prerequisites: • A degree in Demography/Economics/Statistics/Development studies or related social field • Training in SAS programming and enterprise guide is essential • At least two years applicable experience • A valid driver's licence will be an added advantage.

Person Profile: • This position will suit a person with: • Good communication, analytical, numerical, report writing, innovative, interpersonal and basic programming skills • Ability to work independently and in a team • Ability to work under pressure and long hours.

Bio-Marker
(Thirty Short-term contract positions exists in all Nine Provinces for the South African Demographic Health Survey (SADHS))

These positions are for registered nurses who are unemployed, under the age of 65 and have not previously taken Voluntary Severance Packages (VSP) from government

(Rate of Pay: R6 125 13 per month)
(Ref: No.: 31/02/15HO)

Key Performance Areas: • Ensure that all bio-marker measurements are performed/taken and recorded correctly • Provide participants with results of anthropometry, BP and anaemia tests • Ensure that all medical waste is disposed of correctly • Report progress daily to the supervisor • Ensure referral of participant/s to health services where and when required.

Prerequisites: • A diploma in Nursing and current registration with the SANC as a Professional Nurse (community services) • Experience in taking anthropometric measurements and blood for adults and children • Must be able to communicate in English and at least one other local language of the province for which they apply • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good interpersonal, communication, facilitation and report writing skills • Ability to work independently as well as in a team • Willingness to travel and work long irregular hours • Willingness to be away from home for the duration of the survey.

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

Closing date for applications: 04 March 2016 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.

• **Northern Cape:** Post to the Human Resources Officer, Private Bag X 5053, Kimberley 8300 or hand-deliver at The Old Standard Bank Building, Cnr Lennox & Du Toit Span Road.

Enquiries: Kindly contact Ms Vuyisile Hadebe at (053) 802 6808.

• **Western Cape:** Post to the Human Resources Officer, Private Bag X 9072, Cape Town 8000 or hand-deliver at 22 Long Street, Liberty Building, 3rd Floor.

Enquiries: Kindly contact Mr Bulelani Mbiyozo at 021 481 5500.

• **Limpopo:** Post to the Human Resources Officer, Private Bag X 9441, Polokwane, 0700 or hand-deliver at 29 Bodenstern Street, Corporate Park Building, Polokwane

Enquiries: Kindly contact Mr Collins Tlaka at (015) 295 3300.

• **KwaZulu-Natal:** Post to the Human Resources Officer, Private Bag X 54337, Durban 4000 or hand-deliver at 85 on Field, 85 Joe Slovo Street, 4th Floor.

Enquiries: Kindly contact Ms Futhi Mkhize at (031) 360 0600.

• **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.

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

Enquiries: Ms Clementia Nkomo at (011) 781 3495/3506.

• **Mpumalanga:** Post to the Human Resources Officer, Private Bag X11290, Nelspruit, 1200 or hand-deliver on the 13 Cnr Streak & Ferreira Streets, MAXSA Building, 5th Floor, Nelspruit.

Enquiries: Ms Sinah Matsaung or Mr Themba Zulu at (013) 762 0000.

• **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.

• **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.

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.