

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.

Chief Director: Health and Vital Statistics

**(One permanent position exists in the Health and Vital Statistics division at Head Office, Pretoria)
(Salary Level 14: R1 042 500 all-inclusive remuneration package per annum)
(Ref. No.: 01/05/16HO)**

Key Performance Areas: • Lead in the development of strategic and operational plans, policies and procedures for the division • Provide and oversee technical support for the development of statistical releases and reports on Marriages and Divorces, Tourism and Migration, Causes of Death, and Registered Livebirths • Lead and coordinate the census monographs on health, mortality, fertility, migration, vital statistics, analysis and research towards the reports • Provide strategic direction in the technical support for statistical production towards government health goals • Oversee the development of integrative health management and all processes within the division • Provide sound leadership in the management of the SADHS, divisional staff and other resources, including financial resources.

Prerequisites: • A postgraduate degree in Demography/Population Studies/Statistics/Economics/Econometrics/Development Studies • At least ten years proven managerial experience of which five years must be on SMS level • Proven extensive experience in quantitative research, data analysis, report writing and publication in recognised journals • Knowledge of population studies, mortality, nuptiality, fertility, morbidity, tourism, migration, research methods and use of relevant statistical or demographic software • Knowledge of Project Management, statistical analysis, research methodology, and relevant sources of administrative data..

Person Profile: • This position will suit a person with: • Good interpersonal, conceptual, leadership, planning, numerical, communication, analytical, presentation, coordination and liaison skills with a strong focus on service delivery, customer needs and process and product quality • Ability to pay attention to detail • Ability to work under pressure and handle multiple and complex tasks and projects.

Chief Director: Independent Assessment Unit

**(One permanent position exists in the Independent Assessment Unit division at Head Office, Pretoria)
(Salary level 14: R1 042 500 all-inclusive remuneration package per annum)
(Ref. No.: 02/05/16HO)**

Key Performance Areas: • Provide leadership in the management of staff and other resources within the division • Lead in the development of strategic and operational plans, policies, and procedures in the division • Lead the development of data quality assessment policies, guidelines and protocols for all surveys series • Provide strategic direction in the rollout of SAQAF assessment both internally and externally • Oversee the data quality assessment of all survey series • Lead the development and review of data quality instruments and tools • Oversee the on-going training of team members and other stakeholders.

Prerequisites: • A postgraduate qualification in Statistics/Mathematical Statistics/Demography/Econometrics/Economics/Social Sciences • At least ten years experience in statistical production process in the field of social surveys or economic surveys of which five years must be on SMS level

- Experience as a Methodologist/Statistician in a research institution or data producing agency and in data quality assessment using SASQAF
- Thorough understanding and commitment to government objectives in general and those of Stats SA
- Experience in managing and supervising a team of professionals
- Knowledge of international guidelines and methodologies as applicable to the field of social and economic statistics
- Knowledge of SASQAF and data quality procedures and processes as well as policy development
- Knowledge of Statistics Acts and legislations including the fundamental principles of official statistics
- Knowledge of statistical processes and the statistical value chain and various statistical standards and classification systems.

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

- Analytical thinking, capacity to analyse complex information and be able to conceptualise, interpret, arrive to factual conclusion
- Ability to communicate effectively to team members
- Sound human relations, strategic thinking, decisiveness, resilience, honesty and integrity
- Ability to work with other government departments to process/resolve interdepartmental matters
- Ability to work under extreme pressure and meet tight deadlines whilst simultaneously paying attention to detail
- Ability to liaise at all levels of the organisation
- Willingness to travel and work long hours.

Director: Health Statistics

(One contract position exists until 31-12-2018 in the Health and Vital Statistics division at Head Office, Pretoria)

(Salary level 13: R864 177 all-inclusive remuneration package per annum)

(Ref: No.: 03/05/16HO)

Key Performance Areas: • Develop strategic and operational plans as well as standard operating procedures (SOP) for health statistics

- Facilitate and coordinate the production of draft statistical releases and reports as well as preparations for health statistician data and its supporting documentation for publication
- Produce timely, accurate, relevant statistical releases, reports on health statistics, and data sets
- Liaise with stakeholders
- Manage staff, finances and other resources.

Prerequisites: • A Master's degree in Public Health/Biostatistics/Epidemiology

- Ability to use Statistical or Demographic Software for data analysis is essential
- At least six years experience in quantitative research, health information, processing and collection of health systems and flows, as well as processing, collection and analysis of health data
- Knowledge of health statistics/information, Population studies, morbidity and research methods.

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

- Excellent conceptual, analytical, numerical, communication, presentation, coordination, liaison, planning, performance management and project management skills
- A strong focus on service delivery and customer needs
- Ability to work under pressure and pay attention to detail
- Ability to handle multiple and complex tasks and projects.

Director: Internal Communication

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

(Salary level 13: R864 177 all-inclusive remuneration package per annum)

(Ref. No.: 04/05/16HO)

Key Performance Areas: • Ensure the development and implementation of strategies, policies, plans, procedures and guidelines for Corporate Communications

- Manage the development of content for all internal communication channels
- Manage internal communications campaigns for other divisions
- Manage communications with other government departments
- Manage financial and human resources within the component.

Prerequisites: • A degree in Communication/Marketing or related field

- Training in Executive Leadership/Project Management is essential
- At least six years relevant working experience in the management of communication functions
- Knowledge of communications, statistics, project management, strategic planning and financial management
- Knowledge of MS Office Suite.

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

- Good communication, planning and organising, time management, analytical, decision making, research, leadership, proven general management and conflict management skills
- A creative, innovative thinker, assertive, outgoing and enjoying working with people, open

for change and improvement, a good listener, oriented towards service delivery, self-driven, results-driven team player and confident • Ability to solve problems and react quickly in a crisis situation • Ability to communicate with both internal and external stakeholders at all levels • Ability to work under pressure, in a team as well as independently • Willingness to travel and work long hours.

Director: Economic Subsystem

**(One permanent position exists in the Independent Assessment Unit division at Head Office, Pretoria)
(Salary level 13: R864 177 all-inclusive remuneration package per annum)
(Ref. No.: 05/05/16HO)**

Key Performance Areas: • Ensure development of strategic and operational plans, policies and procedures for the Economic Data Assessment Component • Ensure rollout of data quality assessment from the economic data assessment for the internal and external stakeholders • Manage data quality assessment for economic survey series • Ensure the development and review of economic assessment data, quality instruments and tools • Ensure the development of training manuals and conduct research on data quality for economic assessment • Manage staff and other resources of the component.

Prerequisites: • A postgraduate qualification in Economics/Statistics/Econometrics • At least six years experience in statistical production process in the field of economic surveys • Experience as a Methodologist/Statistician in a research institution or data producing agency • Experience in data quality assessment using SASQAF • Experience in managing and supervising a team of professionals.

Person Profile: • This position will suit a person who has: • Good communication, interpretation, planning, time-management, problem-solving and analytical skills • Ability to think strategically • Willingness to travel and work long hours.

Chief Systems Analyst

**(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 13: R864 177 all-inclusive remuneration package per annum)
(Ref. No.: 06/05/16HO)**

Key Performance Areas: • Supervise and interact closely with users to identify business needs, costs (budget) and benefits of implementing a solution • Develop and implement policies, procedures and standards • Collaborate with IT resources and a variety of end users to ensure technical compatibility and user satisfaction • Devise and document a general system design based on the users' anticipated requirements • Compile detailed design documents and project plans for systems, using charts and diagrams that indicate the various steps involved and describe the system in ways that the user can understand • Prepare detailed system requirement specification documents for application configuration setup and implementation of programs • Work with and supervise other IT resources in planning, designing and developing project plans to meet the needs of users • Compile hardware specifications and tender specifications when required • Compile proposals for a modified or replacement system • Maintain (including performance management and proactive defect prevention) as well as troubleshoot in-house software systems on an ongoing basis • Provide technical and administrative support for these applications • Co-ordinate with all involved parties (development teams, network operations, etc.) to ensure successful upgrades/modifications to production systems as per defined change management procedures • Perform appropriate tests, pre and post implementation activities • Ensure that all products/systems meet all set quality assurance standards as set forth by the organisation prior to modifications/upgrades to production environments • Set up pilot projects for the introduction of new applications • Prepare detailed project documentation, statistical and management reports, and operational procedures • Train, mentor and transfer skills.

Prerequisites: • An Honours degree in Computer Science/Information Technology/Mathematics/Geography or a related field • A postgraduate qualification and experience in Geography, Project and Programme Management, Knowledge Management, IT Governance and Enterprise Architecture will be an added advantage • At least six years experience in co-ordinating the design, implementation, operations and maintenance of complex geography and information systems • Experience in developing and overseeing large centralised and distributed institutional systems • Experience in business and process analysis • Experience in full systems development lifecycle methods • Experience in relational database concepts • Experience in implementation of Enterprise Architecture.

Person Profile: • This position will suit a person who has: • Good writing, presentation, communication and interpersonal skills • Ability to apply creative thinking in the design of methods for processing information with information technology systems • Understanding of IT Strategy, Governance, Knowledge Management and IT Governance. 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 • Ability to work under pressure • Willingness to work long hours.

Deputy Director: District Management
(One permanent position exists in the Eastern Cape Provincial Office: Joe Gqabi District Office)
(Ref. No.: 07/05/16EC)

(One permanent position exists in the Mpumalanga Provincial Office: Gert Sibande District-Ermelo Office)
(Ref. No.: 08/05/16MP)

(Salary Level 12: R726 276 all-inclusive remuneration package per annum)

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 • Extensive knowledge of survey methodologies, sampling techniques, customer focus, financial and fleet management is essential • At least five years of extensive operations management experience • Knowledge of project management, map reading, report writing and risk management • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: • Good presentation, communication, interviewing, conflict-resolution and decision-making skills and who is innovative, strategic, assertive and team work orientated • Ability to adapt to change • Ability to work under pressure and in challenging terrains • Willingness to travel extensively and work long hours.

Deputy Director: Survey Statistician
(One permanent position exists in the Structural Industry Statistics division at Head Office, Pretoria)
(Ref. No.: 09/05/16HO)

(One permanent position exists in the Short Term Indicators division at Head Office, Pretoria)
(Ref. No.: 10/05/16HO)

(Salary level 11: R612 822 all-inclusive remuneration package per annum)

Key Performance Areas: • Interact with stakeholders and develop detailed operational plans for all work streams, survey methodology, questionnaire, data processing system and statistical processing methodology • Participate in the data collection process, co-ordinating training of data collectors and development of training manuals • Perform complex data analysis and editing • Develop and maintain quality standards including data analysis framework • Develop and maintain the dissemination plan, publication document and clearance document • Develop and maintain detailed sources and methods documentation • Ensure team's performance management and compliance to human resource directives and legal frameworks.

Prerequisites: • A degree in Economics/Econometrics/Statistics/Accounting • A Masters degree will be an added advantage • Advanced training in SAS, introduction to project management, introduction to economic indicators and analysis is essential • At least five years experience in the relevant field • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons with: • Good numerical, analytical, interpretation, problem – solving and communication skills • Ability to be innovative, accurate and pay attention to detail • Ability to plan work and meet timelines.

Deputy Director: Survey Statistician (Content Development)
(One permanent position exists in the Poverty and Inequality Statistics division at Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 11/05/16HO)

Key Performance Areas: • Develop tactical and operational work for the component • Develop and maintain content for poverty and expenditure surveys • Develop and test survey methodologies, tools, procedures and guidelines for poverty and expenditure surveys • Coordinate the compilation of statistical releases, reports and other products • Liaise and provide statistical support to internal and external stakeholders • Provide support on the implementation of survey methodologies during training and data collection • Supervise staff.

Prerequisites: • A degree in Economics/Econometrics/Statistics/Research Methods/Demography/Development Studies or related social field • Training in at least one statistical package (e.g. SAS, SPSS, STATA); project management; poverty and inequality measurement; and prices is essential • At least five years experience in the relevant field • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good numerical, analytical, interpretation, communication (verbal and written), planning, leadership and performance management skills • Ability to be innovative, accurate and pay attention to detail • Ability to work under pressure • Ability to handle multiple and complex tasks and projects.

Deputy Director: Quality Assurance and Training
(One permanent position exists in the Household Survey Operations division at Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref: No.: 12/05/16HO)

Key Performance Areas: • Develop training and quality assurance operational plans, procedures and processes for household based surveys • Develop and implement trainee needs and identify staff training needs • Consult with internal and external stakeholders • Manage the training methodologies and processes • Supervise staff and other resources in the component • Develop and manage Quality Assurance strategies for improvement.

Prerequisites: • A degree in Statistics/Demography/Social Sciences • Training in training of trainers, people management and project management is essential • At least five years of experience as Middle Manager and proven experience in Training and Quality Management • A valid driver's license.

Person Profile: • This position will suit a person with: • Strong people management, communication (verbal and written), training, presentation, strategic decision-making, leadership and coaching skills • Ability to work under pressure and willingness to work long hours.

Deputy Director: Measurements
(One permanent position exists in the Measurement, Standards and Capacity Assessment division at Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 13/05/16HO)

Key Performance Areas: • Develop policies and operational plans • Monitor the diagnostic assessment of administrative data • Conduct SASQAF lite assessment on both surveys and administrative data collection • Liaise with both internal and external stakeholders.

Prerequisites: • A three-year tertiary qualification in Population/Demography/Statistics and/Social Science • At least five years work experience in the statistical production process in the field of social surveys or economic surveys • Experience as a Methodologist/Statistician in a research institution or data producing agency • Experience in data quality assessment using SASQAF • Experience in managing and supervising a team of professionals.

Person Profile: • This position will suit a person with: Good communication, report writing, analytical and problem-solving skills • Ability to organise, plan and monitor • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Legal Administration Officer (MR5)
(One permanent position exists in the Corporate Governance division at Head Office, Pretoria)
(R287 292 - R708 765 per annum)
(Ref. No.: 14/05/16HO)

Key Performance Areas: Drafting and vetting of contracts, Memorandum of Understanding and service level agreement • Ensure the implementation of the Statistics Act, 1999 (Act no.06 of 1999) and other applicable legal prescripts • Scrutinise legislation and subordinate legislation administered by the Department and provide assistance during the legislative process • Attend to litigation matters on behalf of the department through the State Attorney • Liaise with State Attorney and State Law Advisor on matters handled on behalf of the Department • Draft legal documents, memoranda, reports and submissions including arranging consultations and preparing letters of instructions to the State Attorney • Provide legal opinion on various legal prescripts having an impact on the functions of the department • Facilitate the training on the Promotion of Access to Information Act, 2000; the Promotion of Administrative Justice Act, 2000; and on any other legislation deemed as necessary in the department • Advise the Minister or Statistician-General on appeals lodged against administrative decisions taken in terms of legislation administered by the Department • Scrutinise draft international agreements and ensure compliance with the prescribed procedure for the conclusion of international agreements • Supervise staff.

Pre-requisites: A Bachelor of Law degree or equivalent four year legal qualification • At least 3 years post qualification (post-admission) legal experience • Knowledge of South African Legal System, Constitutional and Administrative law, Law of Contract, Policies and Acts, Public Service Acts and other legislation, Legal Drafting and Interpretation of Statutes, Court Practice and Procedures.

Person Profile: • This position will suit a person with: Good computer, Project Management, research, Legal Court, Legal Administration, negotiation and dispute resolution, and communication (written and verbal) skills.

Legal Administration Officer (MR3)
(Two permanent positions exist in the Corporate Governance division at Head Office, Pretoria)
(R195 945 - R224 046 per annum)
(Ref. No.: 15/05/16HO)

Key Performance Areas: • Draft and vet contracts, Memoranda of Understanding (MoU) and service level agreement • Assist in the training and implementation of the Statistics Act, 1999 (Act no.06 of 1999) and other applicable legal prescripts • Assist in the review of legislation administered by the Department • Attend to litigation matters on behalf of the Department through the State Attorney • Liaise with State Attorney and State Law Advisor on matters handled on behalf of the Department • Draft legal documents, memoranda, reports and submissions including arranging consultations and preparing letters of instructions to the State Attorney • Provide legal opinion on various legal prescripts having an impact on the functions of the Department. • Facilitate the training on the Promotion of Access to Information Act, 2000; the Promotion of Administrative Justice Act, 2000; and on any other legislation deemed as necessary in the department.

Pre-requisites: LLB degree coupled with at least 2 years post-qualification (degree) experience in a lawfirm or legal advisory services • Knowledge of South African Legal System, Constitutional and Administrative law, Law of Contract, Policies and Acts, Public Serve Acts and other legislation, Legal Drafting and Interpretation of Statutes, Court Practice and Procedures.

Person Profile: These positions will suit persons with: • Good computer, Project Management, research, Legal Court, Legal Administration, negotiation and dispute resolution, and communication (written and verbal) skills.

Deputy Director: Communication, Marketing and Publicity
(One permanent position exists in the Limpopo Provincial Office)
(Salary Level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 16/05/16LP)

Key Performance Areas: • Develop operational plans, policies, procedures, standard operating procedure (SOP) for communication, marketing and publicity in the province • Manage publicity for all surveys and Censuses within the province • Manage and coordinate marketing, communication, and stakeholder relations in the province • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Communication/Marketing/Public Relations/Journalism with Statistics as an added advantage • At least five years relevant experience of which three years should be at Assistant Director and two years at supervisory level • Knowledge of strategic planning and project management is essential • Proven general management and leadership skills is required • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit a person with: • Good interpersonal, leadership, analytical, communication, customer orientation, financial, presentation, report writing and supervisory skills • Ability to work under pressure • Willingness to travel and work long hours.

Principal Systems Developer (SAS)
(Two permanent positions exist in the Business Modernisation division at Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 17/05/16HO)

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 Information Technology or related field • At least five years work experience in programming • Base SAS programming experience • SAS BI tools experience • SAS Certification will be an added advantage • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons who have: • Good communication, presentation, analytical, problem- solving, customer interaction, decision-making and business intelligence 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.

Deputy Director: ICT Service Desk
(One permanent position exists in the Information Communication and Technology (ICT) division, Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 18/05/16HO)

Key Performance Areas: • Manage ICT Service Desk • Ensure the provision of technical advice and support on ICT service desk • Ensure the coordination of business service request • Initiate and manage improvement programmes and projects • Develop and review policies, process and procedures • Supervision of staff and management of other resources • Implement service desk best practise (ITIL) • Manage OLA and SLA • Produce daily, weekly, monthly, quarterly and yearly Service Desk reports.

Prerequisites: • A three-year tertiary qualification in Information Technology • Certificates in A+, Microsoft Certified Systems Engineering, Service Desk and Call Centre Training is essential • At least five years experience in IT Service Desk and ITIL foundation certificate • Knowledge of change management techniques • Knowledge of Windows OS, Linux OS, LAN, WAN and VPN.

Person Profile: • This position will suit a person with: A strong client focus, and the ability to adapt in a dynamic work environment • Ability to anticipate, identify and articulate problem areas • Ability to coach, lead, mentor and train team members.

Deputy Director: Network Administrator
(One permanent position exists in the Information Communication and Technology (ICT) division at
Head Office, Pretoria)
(Salary level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 19/05/16HO)

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.

Systems Developer
(Two permanent positions exist in the Business Modernisation division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 20/05/16HO)

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/HTML, ASP.Net, MVC, CSS3/Bootstrap, JavaScript and jQuery • Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL • Experience in SDLC and/or Agile Methodologies • Advanced knowledge of Object-Oriented Programming • Experience in content management systems, will be an advantage • Knowledge of Linux Administration and troubleshooting, will be an advantage • Experience in mobile platform development, will be an advantage.

Person Profile: • These positions suit persons who have: 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.

Communication Officer: Desktop Publishing
(One permanent position exists in the Corporate Communications division at Head Office, Pretoria)
(Salary level 9: R311 784 per annum)
(Ref. No.: 21/05/16HO)

Key Performance Areas: • Assist in preparation and implementation of layout and design process for newsletter • Develop of info graphics • Conduct data visualisation for the department • Maintain and update the social media platform.

Prerequisites: • A three-year tertiary qualification in Communication/Graphic design/Language Practice/Marketing • Adobe Creative Suite course is essential • At least three years experience in design and layout of print and electronic products • Knowledge of graphic design.

Person Profile: • This position will suit a person with: Good communication, command of English, conceptualisation, crisis management, problem-solving and teamwork skills • Ability to interpret brief and to create simple graphics • Willingness to travel and work long hours.

Assistant Director: Benefit Administration
(One permanent position exists in the Human Resource Management and Development division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref: No.: 22/05/16HO)

Key Performance Areas: Implement conditions of service, ensure quality and accuracy of transaction • Coordinate the administration of Injury on Duty cases • Implement Remunerative matters • Assist in development of policies, procedures and guidelines on conditions of benefits • • Supervise a team of professionals and administrative staff

Prerequisites: A three-year tertiary qualification in Human Resource Management or related field • At least three years' experience in HRM Benefits Administration • Knowledge of 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.

Assistant Director: SCM
(One permanent position exists in the Gauteng Provincial Office: Randburg)
(Salary level 9: R311 784 per annum)
(Ref: No.: 23/05/16GP)

Key Performance Areas: • Provide SCM function by implementing operational plans, policies, procedure, process mapping, and standard operating procedures(SOP) for SCM in the province • Implement and monitor service level agreements • Perform asset function and transit services in the province • Liaise and provide support to internal and external stakeholders • Ensure proper filing and safekeeping of SCM documents • Knowledge of legal framework relating to the SCM function is required • Manage staff and other resources.

Prerequisites: • A degree in Supply Chain Management/Logistics • Training in LOGIS, SCM, BAS, Tender course and PFMA is essential • At least three years experience in SCM • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, analytical, communication, numerical, leadership, decision-making and report writing skills • Willingness to travel and work long hours. A valid driver's license will be an added advantage.

Assistant Director: District Coordination

(One permanent position exists in the Mpumalanga Provincial Office: Gert Sibande District- Ermelo Office)

(Ref: No.: 24/05/16MP)

(One permanent position exists in the Eastern Cape Provincial Office: Alfred Ndzo District)

(Ref: No.: 25/05/16EC)

(Salary level 9: R311 784 per annum)

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 three-year tertiary qualification in Administration with Accounting as a subject • An additional course or training in LOGIS, BAS, Project Management and Statistical products is essential • At least three years experience in general Office Administration • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

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

Assistant Director: Marketing and Information

(One permanent position exists in the Mpumalanga Provincial Office: Nelspruit)

(Salary level 9: R311 784 per annum)

(Ref. No.: 26/05/16MP)

Key Performance Areas: • Market Statistics South Africa's (Stats SA's) products amongst stakeholders • Disseminate Stats SA's products and services • Maintain the resource centre and publications • Manage the information section • Install software at all government departments, municipalities and academic institutions • Train staff at departments and municipalities on the use of software.

Prerequisites: • A three-year tertiary qualification with majors in Marketing/Geography/Mathematics/Statistics/Information Technology • Training in Supercross, communication, library and manipulation of large datasets is essential • At least three years experience in library/information service • Experience in understanding Stats SA's products in order to locate, extract and convey information meaningfully to users • Experience in information skills and public relations • 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, communication, presentation, numerical, analytical, organisational and conceptual skills • Ability to work under pressure • Willingness to work long hours.

District Survey Co-ordinator

(One permanent position exists in the KwaZulu-Natal Provincial Office: Harry Gwala District)

(Ref. No.: 27/05/16KZN)

(One permanent position exists in the Northern Cape Provincial Office: John Taolo Gaetsewe District)

(Ref. No.: 28/05/16NC)

(Salary Level 9: R311 784 per annum)

Key Performance Areas: • Implement district operational plans procedures, process mapping, standard operating procedures (SOP) and implementation of policies in the district office for fieldwork in the district • Coordinate listing and updating of dwelling units in sampled PSU • Conduct training for projects in the district office • Implement fieldwork data collection for projects in the district • Supervision of staff and other resources • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Social Sciences/Geography/Demography/Public Administration or related field • Knowledge in either sampling techniques/survey methodology/labour relations/project management is essential • 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: • These positions will suit persons with: • Good interpersonal, communication, interviewing, leadership, report writing, decision-making, map reading and presentation skills • A strategic, assertive and innovative thinker and team player with diversity awareness • Ability to adapt to change • Willingness to travel and work long hours • Ability to work under pressure to meet deadlines and in challenging terrains.

Provincial Information Security Compliance Officer
(One permanent position exists in the Limpopo Provincial Office: Polokwane)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 29/05/16LP)

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 three-year tertiary qualification 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
(One permanent position exists in the Structural Industry Statistics division at Head Office, Pretoria)
(Salary level 8: R262 272 per annum)
(Ref: No.: 30/05/16HO)

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; as well as to conduct training of data collectors, and to 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 document.

Prerequisites: • A degree in Economics/Econometrics/Statistics/Accounting • Intermediate training in SAS, introduction to project management, introduction to economic indicators and analysis • At least two years work experience in the relevant field • Advanced statistical techniques.

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

Survey Statistician
(One permanent position exists in the Labour Statistics division at Head Office, Pretoria)
(Salary Level 8: R262 272 per annum)
(Ref. No.: 31/05/16HO)

Key Performance Areas: • Participate in the development of the content for the surveys and related modules • Participate in the development and testing of survey instruments, procedures and guidelines for labour statistics related surveys • Assist in data analysis and report writing • Conduct research and recommend appropriate methodologies for the production of Labour Statistics • Provide statistics support to internal and external stakeholders • Conduct in training in collaboration with Survey Operations.

Prerequisites: • A degree in Economics/Econometrics/Statistics/Social Science/Demography or related field • Training in SAS, Labour Statistics analysis or any other statistical analysis software package is essential • At least two years proven experience with exposure to analysis of data, writing reports, editing and/or quantitative research • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good conceptual, analytical, numerical, communication, co-ordination and liaison skills with a strong focus on service delivery, customer needs and process and product quality • Ability to work under pressure • Ability to handle multiple and complex tasks and projects • Willingness to travel and work long hours.

Data Coordination Officer

(One permanent positions exists in the Data and Information Management at Head Office, Pretoria)

(Salary Level 8: R262 272 per annum)

(Ref. No.: 32/05/16HO)

Key Performance Areas: • Provide input in the development of operational plans, policies, procedures for the component • Coordinate statistical data access protocols across the sector department • Provide support on the establishment and maintenance of Management System for Statistical Information (MSSI) • Implementation of systems for data sharing across sector department • Provide support in the compilation and maintenance of inventory of data produced across sector department • Liaise with both external and internal stakeholders.

Prerequisites: • A degree in Information Technology or related field • Working knowledge in SAS and project development is essential • At least two years experience in the statistical production processing the field of social surveys or economic surveys • Experience in handling large datasets and large scale projects.

Person Profile: • This position will suit a person who has: • Good communication, report writing, analytical and problem-solving skills • 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: 20 May 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.

• **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 Mr Zondi Nkosinathi 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.

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.