



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: International Statistical Development and Cooperation
(One permanent position exists in the International Statistical Development and Cooperation division at Head Office, Pretoria)
(Salary level 14: R1 068 564 all-inclusive remuneration package per annum)
(Ref. No.: 34/08/16HO)

Key Performance Areas: • Provide strategic leadership within the division • Ensure planning, implementation and monitoring of divisional strategies, plans, and policies • Drive International Statistical best practice benchmarking • Provide apex support and incubate special international projects • Develop conceptual papers and strategies for emerging international projects • Manage international cooperation and partnerships • Coordinate the publication of statistical literature in reputable statistical journals • Develop and manage international relations management support systems • Manage resources and assets in the division effectively and efficiently.

Prerequisites: • A three-year tertiary qualification in Statistics/Demography/Economics • A postgraduate qualification will be an added advantage • Training in Project and Financial Management is essential • At least ten years' experience in International Relations at senior management level • Extensive experience in a senior management role in a large organisation • Knowledge and understanding of how government systems and processes work • Knowledge of MS Office Suite • Ability to communicate with diverse stakeholders in the organisation, national and international level • Demonstrated competence and proven track record in managing people and finances • A valid driver's license.

Person Profile: • This position will suit a person with: • Good project management, logistics management, organisational and interpersonal skills • Ability to work under pressure and meet deadlines • Ability to handle multiple and complex tasks and projects • Dynamic, self-driven, innovative and results orientated • Strong service delivery, customer and quality focus • Willingness to travel locally and abroad extensively and work long hours.

Office Manager: Office of the DDG Population and Social Statistics
(One permanent position exists in the Office of the DDG: Population and Social Statistics at Head Office, Pretoria)
(Salary level 13: R898 743 all-inclusive remuneration package per annum)
(Ref. No.: 09/08/16HO)

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 • Update the DDG in terms of proceedings of both internal and external meetings held as and when required as well as do minute-taking when necessary • 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 Bachelor degree in Demography or Population Studies • 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.

Director: Crime and Safety Statistics
(One permanent position exists in the Social Statistics division at Head Office, Pretoria)
(Salary Level 13: R898 743 all-inclusive remuneration package per annum)
(Ref: No.: 10/08/16HO)

Key Performance Areas: • Manage the development of instruments and designing of survey methodology • Manage the development editing and imputation systems • Oversee the development and dissemination of crime statistics • Manage staff and other resources within crime statistics • Ensure the production of thematic reports and present research papers • Ensure continuous communication and consultation with stakeholders.

Prerequisites: • An Honours degree in Demography/Statistics/Economics/Development Studies or related Social field • At least six years middle management experience in data and statistical analysis, data integration and management • Proven extensive experience and skills in statistical processes and programmes.

Person Profile: • This position will suit a person with: • Good inter-personal, leadership, presentation, communication, facilitation, analysing, report writing, organising and data integration skills • Ability to apply creative thinking in the design and handling of multiple and complex tasks • Ability to appreciate diversity • Ability to work under pressure and long hours.

Deputy Director: Questionnaire Design and Analysis
(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.: 11/08/16HO)

Key Performance Areas: • Participate in designing questionnaires • Attend to data requests and liaise with internal and external clients/users • Perform complex analysis and make preparation for release • Facilitate development of instrument and testing • Liaise and provide statistical support to stakeholders • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics/Statistics/Social Science/Mathematical Statistics • Training in at least one statistical package (e.g. SAS, SPSS, STATA, etc); project management and questionnaire layout and design is essential • At least five years experience in the relevant field • Knowledge of quantitative research; processing and analysis; Income and Expenditure statistics; Poverty and Inequality statistics; analysis and editing of data • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good numerical, analytical, interpretation, communication, planning, leadership, report writing 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: Price Methodology and Research
(One permanent position exists in the Price Statistics division at Head Office, Pretoria)
(Salary Level 11: R 612 822 all-inclusive remuneration package per annum)
(Ref. No.: 12/08/16HO)

Key Performance Areas: • Develop strategy, policy, plans and procedures for price statistics methodology • Develop methodology regarding price statistics based on international best practices and ensure continuous improvement for price statistics • Advice on the implementation of all new methodology and ensure that price statistics are collected based on the correct methods • Develop methodologies for reweighting, rebasing, and sample management for CPI and PPI • Analyse price statistics • Supervise Methodologists • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Economics/Statistics/Econometrics/Mathematics • Training in Price Statistics and SAS programming is essential • Knowledge as a producer or significant user of price data; Price Statistics and Economics • At least five years relevant experience • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good statistical analysis, report writing, problem-solving and exceptional research skills • Willingness to adapt to change • Ability to critically evaluate work methods and content • Ability to work independently.

Deputy Director: Economist (Expenditure GDP)
(One permanent position exists in the National Accounts division at Head Office, Pretoria)
(Salary Level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 13/08/16HO)

Key Performance Areas: • Develop, coordinate and implement detailed plans for relevant components of the GDP estimates • Review, interpret, recommend and implement relevant sections of the System of National Accounts applicable to South African Statistics. • Execute activities in the process of compiling GDP estimates and other economic statistics • Develop appropriate research agenda and its execution to improve the scope and quality of National Accounts statistics • Execute complex data analysis and editing • Develop and maintain detailed working procedures, sources and method documentation on all relevant activities • Establish and maintain partnerships with stakeholders as required • Engage in operational planning • Effective and efficient management of human resources • Provide on-the-job training to team members • Participate at national and international conferences • Arrange, conduct, attend and participate in meetings.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics or related field, postgraduate qualification will be an added advantage • Training in the System of National Accounts and other related international guidelines and standards required Training in statistical techniques such as benchmarking and seasonal adjustment • Training in the compilation and use of price and volume indexes • Training in analytical or statistical software packages is essential • Experience in research will be an added advantage • Experience in data collection, analysis, evaluation and interpretation • Experience in performing economic analysis • Knowledge of the System of National Accounts and other applicable international guidelines and methodologies • Knowledge of MS Office Suite • At least five years experience in the compilation of National Accounts.

Person Profile: • This position will suit a person with: • Good leadership and communication skills • Management skills in operations and budgeting • Ability to work under pressure and deliver to tight deadlines • Sensitivity and appreciation of diversity • Ability to work independently and within a team.

Deputy Director: Acquisition Management (SCM)
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 11: R612 822 all-inclusive remuneration package per annum)
(Ref: No.: 14/08/16HO)

Key Performance Areas: • Develop policies procedures, plans and processes for Supply Chain Management acquisition • Facilitate establishment of bid specification, bid evaluation and bid adjudication committees •

Provide effective and cost effective acquisition management • Liaise with internal and external clients • Compile recommendations and reports • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in SCM/Logistic/Purchasing/BCom/Public Administration/Financial Accounting be accompanied by an academic report • Training in SCM, Logis and BAS • At least five years experience in SCM • Knowledge of SCM procedures, researching and investigation • Supervisory experience will be an added advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, interpersonal, report-writing and initiative skills • Ability to deal with difficult clients.

National Statistics System (NSS) Coordinator
(One permanent position exists in the Northern Cape Provincial Office: Kimberley District)
(Salary Level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 15/08/16NC)

Key Performance Areas: • Develop operational plans, policies, procedures, process mapping and standards operating procedure (SOP) for field operations in the province • Participate in the identification of provincial priorities and provide inputs into provincial development indicators for PM&ES • Provide effective support to statistical services for SIS • Ensure and monitor compliance to SASQAF regulations • Implement advocacy and stakeholder liaison • Facilitate statistical capacity building and support to stakeholders • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Social Studies/Demography/Geography • Training in data analysis, report writing, map reading and project management is essential • At least five years relevant working experience • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit an innovative person with: • Good communication, analytical, leadership, decision-making and presentation skills • Ability to adapt to change and work in a team.

Deputy Director: HRM
(One permanent position exists in the Gauteng Provincial Office)
(Salary Level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 16/08/16GP)

Key Performance Areas: • Plan and execute the filling of vacant posts in the Province • Render a strategic support service pertaining to surveys, censuses, projects and other core functions of Stats SA at provincial and district level, according to the human resources value chain, organisational development, change management, remuneration, recruitment, employee benefit administration, employee assistance programmes, employee contract management, labour relations, the development of HR policies and strategies and human capital development • Manage HR activities (eg Persal) at provincial and district offices • Develop and train HR practitioners • Conduct and/or contribute to special projects • Ensure proper record-keeping of all HR activities.

Prerequisites: • A three-year tertiary qualification in HRM • At least five years experience in HRM • Proven practical application of MS Office Suite • Knowledge of and experience in Project Management will be an added advantage • Extensive working knowledge of Persal • A valid driver's license.

Person Profile: • This position will suit a person with: • Good interpersonal, communication and time management skills • Ability to work under pressure and meet deadlines.

Deputy Director: Data Collection and Logistics
(One permanent position exists in the Gauteng Provincial Office)
(Salary Level 11: R612 822 all-inclusive remuneration package per annum)
(Ref. No.: 17/08/16GP)

Key Performance Areas: • Develop policies, tactical/operational plans, policies, procedures, process mapping and standard operating procedures for all surveys and Censuses in the province • Manage and co-ordinate data collection for all surveys and Censuses in accordance with national standards • Manage listing and listing maintenance for all surveys and Censuses • Manage field logistics for all surveys and Censuses • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics/Demography/Social Science/Geography/Economics • Training in SASQAF, survey methodology, customer focus, financial and fleet management • At least five years extensive operations management experience • Knowledge of project management, risk management and sampling techniques • 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, interpersonal, leadership, decision-making, interviewing, report writing and conflict resolution skills • Ability to work under pressure to meet deadlines • Willingness to travel and work long hours.

Assistant Director: Economist
(One permanent position exists in the National Accounts division at Head Office, Pretoria)
(Salary Level 10: R389 145 per annum)
(Ref. No.: 18/08/16HO)

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

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

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

Assistant Director: Economist
(One permanent position exists in the Government Financial Statistics division at Head Office, Pretoria)
(Salary level 9: R311 784 per annum)
(Ref. No.: 19/08/16HO)

Key Performance Areas: • Develop and implement detailed plans for relevant components of the GDP estimates • Execute activities in the process of compiling estimates, government and economic statistics • Conduct research in order to continuously update, assess and improve on the indicators and methodologies • Execute specialised and complex data analysis and editing • Draft and update sources and method manuals • Establish and maintain contacts with local and international experts and organisations (liaise with stakeholders) • Manage team performance and comply to the human resource directives and legal frameworks • Provide inputs on economic issues and trends as well as on the formulation of recommendations.

Prerequisites: • A degree in Economics/Econometrics or related fields • At least three years appropriate working experience is required • Exposure in SAS, economic indicators and analysis is essential • Knowledge of MS Office Suite.

Person Profile: • This post will suit a person with: Good communication, interpersonal, analytical, interpretation, numerical and problem-solving skills • Ability to work under pressure in order to meet deadlines • Willingness to travel.

Assistant Director: Contract Management (SCM)
(One permanent position exist in the Financial Administration division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 20/08/16HO)

Key Performance Areas: • Provide inputs in the development of applicable operational plan, policies, and procedures • Draft service level agreement and or contracts • Participate in contract negotiations with the service providers on behalf of the department • Ensure compilation of regular reports • Liaise with stakeholders • Super of staff.

Prerequisites: • A degree in SCM/Logistics/Public Administration/Financial Management accompanied by an academic report • Training in SCM/contract management/LOGIS/BAS/IQUAL/project management/financial management • At least three years experience in a Supply Chain Management environment • Knowledge of Supply Chain Management procedures researching and investigation information • Knowledge of legal principles of contracts, contract management and SCM • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, numerical, negotiation, accuracy, report-writing, analytical, listening, reading, planning and organisational skills • Ability to work under pressure • Willingness to work long hours.

Assistant Director: Product Analyst
(Two permanent positions exist in the Structural Industry Statistics division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 21/08/16HO)

Key performance areas: • Monitor product behaviour • Identifying of new products and respondents • Maintain product classification system • Conduct operational research • Analyse and evaluate the national and international products and prospect • Designing and updating questionnaire. • Attend to user needs • Develop capturing editing rules • Supervision of staff •

Prerequisites: • A three-year tertiary qualification in Statistics/Economics/Physics/Chemistry or other related qualifications • At least three years relevant working experience • Knowledge of primary, secondary, and tertiary industries, statistical value chain, industrial classification and product classification • Experience in data collection, editing and analysis within the manufacturing industry • Knowledge of MS Office Suite.

Person Profile: These positions will suit persons with excellent presentation, communication, mathematical, organising, interpersonal, research and writing skills.

Assistant Director: Language Services
(Two permanent positions exist in the Publication Services division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 22/08/16HO)

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 persons 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 Director: Data Collection and Field Training
(Three permanent positions exist in the Community Surveys and Census Operations division at Head Office, Pretoria)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 23/08/16HO)

Key Performance Areas: • Provide inputs in reviewing and developing policies and plans, SOP for Census Data Collection • Participate in the development of data collection strategies, methodologies and manuals • Participate in developing training material and conducting of training for data collection process • Partake in designing and testing of Census Data Collection methodology • Provide inputs in the development and implementation of quality management of data collection • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Demography/Statistics/Social Sciences or related qualification • Training in Project Management, Advanced Management Development programme • At least three years experience as a Senior Data Collection and Field Training Officer, extensive experience in surveys/census development work and field training • Knowledge of South African survey/census taking, field work and project management • Knowledge of MS Office Suite • A valid driver's license.

Person Profile: • This position will suit persons with: • Good communication, facilitation, leadership, supervisory and analytical skills • Ability to prepare technical reports, manage performance and budgets • Willingness to work long hours, weekends, travel to the provinces and under pressure.

Provincial Security Coordinator
(One permanent position exists in the Gauteng Provincial Office)
(Salary Level 9: R 311 784 per annum)
(Ref: No.: 24/08/16GP)

Key Performance Areas: • Coordinate, monitor and ensure compliance relating to security process, procedures and policies in the province and districts. • Provide and coordinate physical security function in the province • provide effective occupational health and safety functions in the provinces • Conduct preliminary investigations on security related matters • Provide effective information security in the province and districts • Liaise with stakeholders • Manage contract guarding services in the province and districts • Compile monthly reports.

Prerequisites: • A three-year tertiary qualification in Security Risk Management • Training in Security management, security appraisals, security investigations and project management is essential • At least three years security management experience in a supervisory position, security investigation and security assessment • Knowledge in security administration, investigation methodologies, threat and risk assessments

- Knowledge in formulation of policies and procedures and Supply Chain processes
- Knowledge of Supervisory experience will be an added advantage
- Knowledge of MS Office Suite.

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

- Good communication, interpersonal, cooperative and assertive and high integrity skills
- Ability to work in a team
- Ability to work long and irregular hours and travel extensively.

Provincial Assistant Director: HRM
(One permanent position exists in the Northern Cape Provincial Office: Kimberley District)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 25/08/16NC)

Key Performance Areas: • Implement operational plans policies, procedures, process mapping, standard operating procedures (SOP) for HRM in the Province • Provide recruitment function in the provincial and district office • Provide appointment function in the provincial and district offices • Ensure the implementation of conditions of services on PERSAL for provincial and district offices • Participate in the implementation of Employee Wellness, Performance Management, Labour Relations and Human capital Development function • Liaise with stakeholders • Supervise staff • Ensure proper filling and safekeeping of HRM documents.

Prerequisites: • A degree or National diploma in Human Resource Management or industrial Psychology • Training in computer literacy (MS Office and PERSAL) is required • At least three years proven working experience in a Human Resource Management field • Knowledge of Human Resource Management and Benefit Administration • A valid driver's license will be an added advantage.

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

- Good communication, interpersonal, negotiation and assertiveness skills
- Ability to pay attention to detail
- Ability to work under pressure and handle multiple and complex tasks
- Willingness to work long hours.

Assistant Director: District Coordination
(One permanent position exists in the Northern Cape Provincial Office: John Taolo District)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 26/08/16NC)

Key Performance Areas: • Implement district operational plans procedures, process mapping, standard operating procedures (SOP) and implementation of policies in the district • Provide asset management and office administration in the district • Provide FMLS and related services in the district • Provide Supply Chain Management services in the district • Provide financial administration and control functions in the district • Co-ordinate the implementation of HRM functions in the district.

Prerequisites: • A degree or National diploma in Administration with Accounting as an ancillary subject • Training in BAS, LOGIS, and understanding of Project Management • Understanding of Statistical products is essential • 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 a person with:

- Good communication, organising, customer service and interpersonal skills
- Willingness to work long hours.

Provincial Training Officer
(One permanent position exists in the Northern Cape Provincial Office: Kimberley District)
(Salary Level 9: R311 784 per annum)
(Ref. No.: 27/08/16NC)

Key Performance Areas: • Implement operational plans, policies, procedures and process mapping for training in the province • Conduct maths 4 stats and Census at school based on teacher training manual and study guides • Provide inputs for maths 4 stats and census at school website • Develop and monitor the provincial training plan • Provide assistance on career guidance and publicity on careers in statistics and related fields to learners • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Statistics/Mathematics • At least three years experience in a statistical environment • Knowledge of survey methodologies, financial and risk management and sampling techniques • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit an innovative person with: • Good communication, report-writing, analytical, interpersonal and networking skills • Ability to work under pressure • Ability to handle multiple tasks and projects.

Senior Multi-disciplinary Compilation
(One permanent position exists in the Publication Services division at Head Office, Pretoria)
(Salary Level 8: R262 272 per annum)
(Ref. No.: 28/08/16HO)

Key Performance Areas: • Facilitate the compilation and the production of publications according to industry standards • Provide layout services for all multi-disciplinary publications • Co-ordinate and produce statistical monthly newsletter and writing of articles • Promote the usage of standard on all statistical documents by editing (statistical releases, reports and clearance documents) • Build effective relations with internal stakeholders to ensure timely delivery of publications • Implement policy, plans, procedure, process and guidelines for multi-disciplinary compilations.

Prerequisites: • A three-year tertiary qualification (BA or National Diploma) in Language Practice/Linguistics/Communication/Journalism or related fields with majors in English and basic knowledge in Statistics • At least two years relevant working experience in the field of publishing, project management, compilation and editing • Publications layout skills will be an added advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: • Good communication, presentation, writing, organising, analytical, numerical, and decision-making skills • Ability to pay attention to detail • Ability to work under pressure and meet deadlines.

Survey Statistician
(One permanent position exists in the Financial Statistics division at Head Office, Pretoria)
(Salary Level 8: R262 272 per annum)
(Ref. No.: 29/08/16HO)

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 and conduct training of data collectors and 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 documentation.

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

Person Profile: • This position will suit a person with: • Good communication, interpersonal and analytical skills • Ability to meet deadlines.

Survey Statistician (Analysis)
(Three permanent positions exist in the Business Register division at Head Office, Pretoria)
(Salary Level 8: R262 272 per annum)
(Ref. No.: 30/08/16HO)

Key Performance Areas: • Prepare, compile and disseminate planned business register reports • Perform in depth economic industry sector (i.e. in all SIC digit levels) quality analysis, document quality gaps and source solutions to close those quality gaps • Prepare and compile prompt responses to internal and external users request for business related data (mini reports) from the Business Sampling Frame • Assist in the performance of comprehensive quality analysis of the in order to identify quality gaps • Assist in the preparation and compilation of Business Register-based statistics reports.

Prerequisites: • A three-year tertiary qualification in Statistics; and either Accounting, Business Economics, or Economics. • At least two years working experience in Statistical data collection, Statistical analysis and report writing • Knowledge of MS Office Suite, SAS programming, total quality management is essential.

Person Profile: • These positions will suit persons with: Good communication, analytical and problem solving skills • Ability to cope with a demanding work schedule.

Economist

(One permanent position exists in the National Accounts division at Head Office, Pretoria)

(Salary Level 8: R262 272 per annum)

(Ref. No.: 31/08/16HO)

Key Performance Areas: • Compile GDP estimates, research documents and reports in line with the System of National Accounts and other relevant guidelines • Compile a detailed operational plan • Perform advanced data analyses and editing • Assist in the development of quality standards • Assist in the development of guidelines and specifications • Contribute to the compilation of training manuals • Participate in stakeholder meetings • Maintain detailed sources and methods documentation.

Prerequisites: • A three-year tertiary qualification in Economics/Econometrics or related field • Training in the System of National Accounts and other related international guidelines and standards required • At least two years relevant working experience • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, communication, planning and management, analytical • Ability to work in a team • Ability to work long hours under pressure and meet tight deadlines.

Senior Training Officer

(One permanent position exists in the Human Resources Management and Development division at Head Office, Pretoria)

(Salary Level 8: R262 272 per annum)

(Ref: No.: 32/08/16HO)

Key Performance Areas: • Develop IT and Transversal training materials • Implement operational plans, policies, procedures and standard operating procedure for E-Learning • Conduct learner assessment and evaluation on IT and transversal training • Conduct evaluation of IT and transversal training materials • Coordinate IT and transversal training programmes • Capture training needs on skills.

Prerequisites: • A degree in Computer Science or Information Technology be accompanied by an academic report • Training the trainer programme/certificate, Assessor, Moderator • At least two years experience in E-Learning programming • Experience in training and development environment • Knowledge in education, training and development • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, interpersonal, report and initiative skills • Willing to work long hours and weekends • Willing to travel and work long hours.

Provincial Quality Monitor

(One permanent position exists in the Northern Cape Provincial Office: Kimberley District)

(Salary Level 8: R262 272 per annum)

(Ref. No.: 33/08/16NC)

Key Performance Areas: • Conduct quality check on publicity for all surveys and census in the province • Monitor the quality of the collected data (enumeration) for all surveys and census in the province • Ensure quality listing and Master sample in the province • Monitor the effectiveness of training conducted for field staff in the district/province • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Social Sciences/Statistics/Geography or related field • Training in quality management and control is essential • At least two years experience in survey taking or field operations management • A valid driver's license.

Person Profile: • This position will suite a person with: • Good communication, Interpersonal, presentation and decision making skills • 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: 16 September 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 • It is applicants responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA) • 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 0002 or hand-deliver at Isibalo House Building, Koch Street, Salvokop, 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.

• **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.

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.