



The South Africa I know, the home I understand

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

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

Chief Audit Executive (Executive Manager: Internal Audit)
(One permanent position exists in the office of the Statistician General at Head Office, Pretoria)
(Salary level 14: R934 866 all-inclusive remuneration package per annum)
(Ref: No.: 01/02/14HO)

The incumbent will be responsible for Internal Audit Services to the entire organisation within the requirements of the Public Financial Management Act and other related prescripts. The incumbent will report to Statistician General and the Audit Committee.

Key Performance Areas:

- Provide strategic direction, leadership and management of the Internal Audit Division
- Develop strategic and operational plans for Internal Audit, in line with the organisational risk assessment
- Provide advice and opinions regarding the organisation's efficiency and effectiveness in risk management, internal controls and corporate governance
- Provide independent assurance and consulting services to management
- Manage stakeholder relationships
- Promote good governance and an ethical culture within the organisation
- Provide reports to both Auditor General South Africa and the Audit Committee
- Manage the human and financial resources of the division
- Maintain systems of internal control, which comply with audit requirements.

Prerequisites:

- A post-graduate degree in Auditing/Finance or related fields
- Candidate must be a Certified Internal Auditor (CIA)
- Member of the Institute of Internal Auditors (IIA)
- Extensive experience in Auditing and Risk Management
- Extensive knowledge of financial prescripts in the public service
- Experience in corporate strategy, operational planning and management
- Strong focus on service delivery, customer needs and quality
- A good understanding of government policies and initiatives
- Be able to lead and manage change and transformation in a complex, multi-level organisation
- Good computer literacy
- Ability to interpret, analyse and present financial information.

Person Profile:

- Strong conceptual, analytical and numerical skills
- Energetic, self driven, innovative and results driven team player
- Ability to cope under pressure
- Good strategic thinking/planning
- Ability to formulate clear objectives and to meet deadlines
- Ability to grow and interact within an ever changing environment
- Ability to bring independent and impartial advice into departmental decision making
- Excellent verbal and written communication skills
- Excellent leadership and management skills.

Executive Manager: Private Sector Financial Statistics
(One permanent position exists in the Private Sector Financial Statistics division at Head Office, Pretoria) (Salary level 14: R934 866 all-inclusive remuneration package per annum)
(Ref: No.: 02/02/14HO)

Key Performance Areas:

- Provide strategic leadership within the Private Sector Financial Statistics division
- Ensure effective planning, implementation and monitoring of divisional strategies, plans and policies
- Manage the development and implementation of quality assurance procedures
- Align the outputs of the division with relevant local and international standards, frameworks and classifications
- Work closely with stakeholders to

address issues of common interests and needs • Manage human and financial resources in the division effectively and efficiently.

Prerequisites: • A postgraduate qualification in Statistics/Economics/Accounting or related field/s • Training in Project and Financial Management • Extensive experience in managing large scale surveys and good knowledge of business survey methodologies • Experience in management of data collection, processing, editing, analysis and dissemination • Extensive experience in a senior management role in a large organisation • Knowledge of budgeting, risk management and planning surveys • Knowledge of MS Office Suite • Knowledge of government prescripts, policy and legislation • A valid driver's license • Ability to interact with stakeholders • Ability to make presentations of technical and non-technical nature to various stakeholders.

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

Provincial Corporate Services Manager

(One permanent position exists in the Limpopo Provincial Office) (Ref: No.: 03/02/14LP)
(One permanent position exists in the Western Cape Provincial Office) (Ref: No.: 04/02/14WC)
(Salary level 13: R771 306 all-inclusive remuneration package per annum)

Key Performance Areas: • Ensure development of tactical/operational plans, policies, procedures, process mapping and standard operating procedures (SOP) for Corporate Services in the province • Ensure overall management of provincial human resources functions and provincial HCD functions • Ensure overall management of finance, supply chain and assets functions • Ensure overall management of provincial logistics, security and facilities functions. • Liaise with stakeholder • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Financial Management/Accounting/Business Administration/Public Administration/Human Resources or related field • Training in Public Finance Act, BAS, Persal, LOGIS, budget analysis, labour relations and risk management is essential • At least six years experience in Financial Management, Human Resources Management, Risk Management, Supply Chain Management and Asset Management • Knowledge of accounting, auditing and banking • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person who has: • Good analytical, problem-solving, assertiveness, strategic thinking, planning and organising skills • Must be independent and trustworthy with a sound knowledge of code of ethics • Ability to work under pressure and long hours.

Manager: Information Communication and Technology (ICT) Audit Projects
(One permanent position exists in the Internal Auditing division at Head Office, Pretoria)
(Salary level 13: R771 306 all-inclusive remuneration package per annum)
(Ref: No.: 05/02/14HO)

Key performance areas: • Develop risk-based internal audit strategic and annual coverage plan relating to ICT audit projects • Manage and execute the performance of ICT internal audit engagements as per the approved annual coverage plan • Manage and monitor the implementation of audit recommendations (internal audit and AGSA) • Maintain relationships with and provide support to internal and external stakeholders • Manage budget and human resources.

Prerequisites: • A three-year tertiary qualification in Auditing/Finance/Information Technology Auditing or related fields as well as CISA (Certified Information Systems Auditor) and a member of ISACA • A post graduate degree, CIA(Certified Internal Audit) and/ or CFSA (Certified Financial Systems Audit) will be an added advantage • At least six years experience in Auditing, Finance, Risk Management, Corporate Governance or Information Technology • Of the six years, at least four years experience should be in the

Information Technology Audits, including audit working paper tools such as TeamMate • Knowledge of IS Standards, Guidelines and Procedures for Auditing and Control; Professional; Standards for Information Systems Auditing; King III Report on Corporate Governance; Internal Audits Standards; Frameworks and Methodologies, Information Technology International Standards and Best Practices(CobiT ITIL, ISO27001,etc); Data Analysis software (SAS,IDEA & ACL).

Person Profile: • This position will suit a person with: Good judgement/discernment, creativity, assertiveness and lateral thinking skills • Must be honest, diligent, independent and self-motivated.

Chief Demographer

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

(Salary level 13: R 771 306 all-inclusive remuneration package per annum)

(Ref: No.: 06/02/14HO)

Key Performance Areas: • Provide leadership in conducting analysis and identifying themes of analysis of demographic phenomena • Engage strategically with stakeholders in government ,academia and civil society over demographic issues for the purpose of identifying potential analysis collaborations • Provide specialised statistical support and insight to all stakeholders over demographic issues • Deliver in-depth comment on contemporary issues of relevance to demography by making use current data sources • Actively participate in any initiatives relating to demographic issues.

Prerequisites: • A three-year tertiary qualification in Demography • A postgraduate qualification will be an added advantage • Training in project management is essential • At least six years' relevant working experience in data analysis, report writing and, statistical analysis packages • Knowledge of mortality, morbidity, fertility, migration and research methods • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, communication, organisational, planning and management, analytical and strategic thinking, networking, facilitation and presentation research analytical and evaluation skills • Ability to work independently and in a team • Ability to handle multiple and complex tasks • Ability to work long hours under pressure and meet tight deadlines.

Chief Economist

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

(Salary level 13: R 771 306 all inclusive remuneration package per annum)

(Ref: No.: 07/02/14HO)

Key Performance Areas: • Compile and publish estimates of Gross Domestic Product (independent annual, regional and quarterly) as well of Supply and Use tables. • Develop, and maintain detailed sources and methods documentations on all relevant activities • Render expert advice and develop quality Standards according to the prescribed guidelines (for example SNA1993) • Provide guidelines and write specification and instructions for systems development to programmers • To give highly specialised inputs in the development of training manuals to users • Engage strategically with all relevant stakeholders • Provide inputs in the development of operational and strategic planning • Provide on job the training and mentor team of economists.

Prerequisites: • An Honours Degree in Economics or Econometrics • At least six years' relevant experience in the estimation of Gross Domestic Product and Supply and Use tables. Training in system of National Accounts and related international accredited guidelines and methodologies as applicable to the work area e.g. handbook on quarterly National Accounts, SNA93 and other subject specific manuals • Experience in conducting research and the different facets of economic research • Strong quantitative skills • Ability to work with large, complex datasets/databases/surveys • Experience in SAS, MS Office and MS Project • Project Management skills • Good understanding of government policies and initiatives • A valid driver's license.

Person Profile: • This position will suite a person with excellent verbal and written communication skills as well as strong conceptual, numeric and analytical skills • Ability to work under pressure • Good interpersonal, facilitation, team building and conflict management skills. • Ability to handle multiple and complex tasks and projects. • Time management and research skills.

Principal Demographer

**(One permanent position exists in the Demographic Analysis division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 08/02/14HO)**

Key Performance Areas: • Provide support in conducting analysis and identifying themes of analysis of demographic phenomena • Engage with stakeholders in government, academia and civil society over demographic issues • Respond to data requests to all stakeholders over demographic issues • Deliver comment on contemporary issues of relevance to demography making use of current data sources • Support any initiatives relating to demographic issues.

Prerequisites: A three-year tertiary qualification in Demography • A postgraduate qualification will be an added advantage • At least five years experience in quantitative and qualitative research experience, and data analysis • Training in Project Management and statistical analysis packages is essential • Knowledge of fields such as mortality, morbidity, fertility, migration and research methods.

Person Profile: This position will suit a person who is: Innovative, independent and team player-orientated with good communication, interpersonal, presentation analytical, networking and organising skills • Ability to work under pressure • Willingness to travel extensively.

Deputy Manager: Technical Operations

**(One permanent position exists in the Corporate Data Processing division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 09/02/14HO)**

Key Performance Areas: Develop and review policies, procedures, plans and SOP for all household based surveys • Co-ordinate and monitor the development of processing systems • Co-ordinate and monitor that there is effective technical support in programming, database management, image processing, network set-up and management and system documentation • Monitor processing of household based surveys systems • Manage staff processing operations of household based surveys • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Public Administration/Management/Economics • Training in SAS is essential • At least five years experience in data processing (scanning, data editing, and store management system) is required • Knowledge of Project Management • Knowledge of MS Office Suite.

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

Deputy Manager: Processing Operations

**(One permanent position exists in the Corporate Data Processing division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 10/02/14HO)**

Key Performance Areas: • Develop policies, procedures and co-ordination of processes for Household Surveys Processing. • Manage data processing operations • Co-ordinate processing operations training • Manage staff and other resources • Co-ordinate the setting of quality controls and assurance standards for all data processing activities • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Public Administration/Management/Economics Economics • Training in SAS is essential • At least five years experience in data processing (scanning, data editing, and store management system) is required • Knowledge of Project Management • Knowledge of MS Office Suite.

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

Deputy Manager: Fieldwork Operations
(One permanent position exists in the Consumer Price Index division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 11/02/14HO)

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

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

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

Principal Health Statistician
(One permanent position exists in Health and Vital Statistics division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum)
(Ref: No.: 12/02/14HO)

Key Performance Areas: • Participate in the development of strategic and operational plans as well as developing or updating standard operating procedures (SOP) for health statistics • Acquire data sets for health statistics • Develop survey instruments and review training manuals and support training activities for piloting survey and main surveys • Review the accuracy of completed survey instruments in the field • Undertake data editing and analysis • Write up statistical releases and reports, and review clearance documents and presentations. • Liaise with stakeholders • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Demography/Population Studies/Sociology/Statistics or other related field • A postgraduate qualification will be an added advantage • At least five years experience in quantitative research • Experience in health information; collection, processing and analysis of health data; health information systems and flows use of relevant statistical software • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Advanced conceptual, analytical and numerical abilities, presentation, basic financial management, project management, leadership, communication skills, co-ordination and liaison skills • 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.

Principal Survey Statistician
(One permanent position exists in the Social Statistics division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 13/02/14HO)

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

Prerequisites: • A three-year tertiary qualification in Statistics/Demography/Economics or related field • A postgraduate degree will be an added advantage • Training in SAS programming and SAS enterprise guide is

essential • At least five years relevant experience • Knowledge of Ms Office Suite • A valid driver's license will be an added advantage.

Person Profile: • This position will suit a person with: • Good numerical, analytical, conceptual and problem-solving, communication and interpersonal skills • Ability to work independently and under pressure.

Principal Systems Developer

**(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)
(Salary level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 14/02/14HO)**

Key Performance Areas: • 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 the design of complex high-quality applications and relational database • Develop applications and components • Test complex applications • Develop user manuals and train users on applications • Undertake the review and quality control of developed applications • Provide user support and technical consulting on projects • Participate in gathering and analysis of user requirements • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Information Technology or related field • At least five years experience in programming • Relevant working experience with HTML5/XHTML PHP, JavaScript, ASP, jQuery and CSS3 • Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL • Experience in content management systems • Knowledge of Linux Administration and troubleshooting • Experience in mobile platform development will be an added advantage..

Person Profile: • This position suit a person who has: 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.

Deputy Manager: Records Management

**(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary Level 11: R 495 603 per annum)
(Ref: No.: 15/02/14HO)**

Key Performance Areas: • Develop, policies, plans, and standard operating procedures for records management • Manage centralised registry services • Manage records management in line with the National Archives Act • Liaise and advise stakeholders • Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in Records Management/Logistics/Public Management • Training in strategic leadership and project management is essential • At least five years experience in Records and Registry Management • Knowledge of statistics • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, writing, negotiation, management and financial skills.

Deputy Manager: Legal Services

**(Two permanent positions exist in the Corporate Governance division at Head Office, Pretoria)
(Salary Level 11: R 495 603 all-inclusive remuneration package per annum)
(Ref: No.: 16/02/14HO)**

Key Performance Areas: • Advise and write legal opinions • Draft and scrutinise primary and secondary legislations • Draft and scrutinise contractors, collective agreements and international agreements • Draft and scrutinise policy documents related to legislation • Draft summaries and comments on Cabinet Memoranda • Liaise with legal representatives and private counsels • Handle advice on intellectual property issues • Ensure that policy assessments and developments are done • Ensure full implementation of Statistics Act • Advise on information issues • Advise in dealing with respondents .

Prerequisites: • A three-year tertiary qualification in Law plus LLB/LLB • Training in practical legal practice • At least five years experience in Law firm or Legal advisor is essential • Knowledge of interpreting legislation • Knowledge of Administrative and Information Law • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, analytical, research, communication, presentation, report writing, problem solving skills • Ability to work under pressure and independently • Willingness to work long hours and travel extensively.

Deputy Manager: Travel and Accommodation
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 11: R 495 603 all-inclusive remuneration package per annum)
(Ref: No.: 17/02/14HO)

Key Performance Areas: Develop policies, plans, Standard Operating Procedures for travel and accommodation • Manage coordination of all request relating to travel, car hire, flights and accommodation • Manage coordination of conference request • Liaise and advice stakeholders • Manage staff and other resources.

Prerequisites: A three-year tertiary qualification in SCM/Logistic/Financial Accounting/Public Management • Training in Financial Management, Strategic Leadership and Project Management • practical legal practice • At least five years' experience in travel and accommodation and staff supervision is essential • Knowledge of financial management, administration, travel and accommodation • Knowledge of MS Office Suite.

Person Profile: This position will suit a person with: Good interpersonal, management, writing, analytical, communication, negotiating, financial and problem solving skills • Ability to work under pressure and independently • Willingness to work long hours and travel extensively.

Principal Methodologist
(One permanent position exists in the Price Statistics division at Head Office, Pretoria)
(Salary level 11: R495 603 all inclusive remuneration package per annum)
(Ref No.: 18/02/14HO)

Key Performance Areas: • Develop strategies, policies, plans and procedures for prices methodology • Develop methodologies regarding price statistics based on international best practices and ensure continuous improvements • Provide advice on the implementation of all new methodologies and ensure that price statistics are collected based on the correct methods • Develop methodologies for the re-weighting, re-basing , and sample management for CPI and PPI • Conduct analysis of price statistics • Supervise staff • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Economics/Econometric /Statistics/Mathematics • At least five years experience in price statistics • Proven practical experience in SAS or other statistical software packages and 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, organisational, analytical, strategic, presentation and research skills • Ability to work independently and in a team • Ability to handle multiple and complex tasks • Ability to work long hours and under pressure.

Deputy Manager: HRM
(One permanent position exists in the Eastern Cape Provincial Office)
(Salary level 11: R 495 603 all-inclusive remuneration package per annum)
(Ref. No.: 19/02/14EC)

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 Manager: Information Security Compliance
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary Level 11: R495 603 per annum)
(Ref: No.: 20/02/14HO)

Key Performance Areas: • Develop policies, procedures and plans relating to administration of security compliance in the organisation • Security and ICT compliance security • Manage risk assessments on employees, posts and information • Ensure conducting of training to promote capacity building within information security compliance • Liaise with private and State law enforcement agencies • Co-ordinate the implementation and evaluation of all information pertaining to security, pre-screening, pre-employment suitability checks, on-compliance issues, information leakages or any other integrity related incident • Render support to projects relating to security matters and reporting • Manage staff and other resources within the component.

Prerequisites: • A three-year tertiary qualification in Security Risk Management/Law enforcement/Military Science • Training in SANAI/NIA/SSA Security Management/Defence Intelligence Vetting Fieldwork Course, Financial Management, Project Management, Risk Management, Forensic Investigation, Information Security and Counter Intelligence will be an added advantage • At least five years experience in Counter Intelligence, Auditing ,Security investigations and assessments • Knowledge of information security compliance audits, risk assessments, investigation methodology, threads and risk assessment, disposal of classified information, security appraisals, vetting, project security and financial management • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, negotiation, conflict management, analytical, presentation and interpersonal skills • Ability to work under pressure • Willingness to travel and work long hours.

Provincial Programme Officer
(One permanent position exists in the Free State Provincial Office: Bloemfontein District)
(Salary Level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 21/02/14FS)

Key Performance Areas: • Integrate all project plans and avail supporting documents to statistical support and informatics fieldwork operations and corporate services • Build and grow project relationship with stakeholders • Facilitate project implementation • Set and administer project expectations with team members and other stakeholders • Define project success criteria and disseminate them to the relevant components • Develop and deliver progress report proposals requirements, documentation and presentations • Monitor and report on the implementation of operational plans • Facilitate in the processes of project closure • Collate risk plans from different projects and ensure implementation of mitigation plans.

Prerequisites: • A three-year tertiary qualification in Business Administration/ Management/ Statistics • At least five years relevant working experience • Extensive experience and knowledge in Project Management • Knowledge of MS Office Suite • A valid driver's license will be an added advantage.

Person Profile: • These positions will suit persons with: Good communication, organising, planning, presentation, analytical, problem-solving, customer interaction and decision-making skills • A dynamic, energetic, self-driven, innovative and results-driven team player • Ability to operate strategically • Ability to train people • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

Provincial NSS Co-ordinator
(One permanent position exists in the Free State Provincial Office: Bloemfontein District)
(Salary Level 11: R495 603 all-inclusive remuneration package per annum)
(Ref: No.: 22/02/14FS)

Key Performance Areas: • Develop operational plans, policies, procedures, process mapping and standard operating procedures (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 and support to stakeholders • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Statistics or related field • At least five years experience in managing projects • 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.

Provincial Training Officer
(One permanent position exists in the Free State Provincial Office: Bloemfontein District)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 23/02/14FS)

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.

Information Security Compliance Officer
(Two permanent positions exist in the FMLS division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 24/02/14HO)

Key Performance Areas: • Provide input in the development of policies, procedures and plans relating to the administration of security in the organisation as per requirements in terms of the law • Monitor and evaluate compliance to physical security • Promote adherence to personnel security • Provide ICT security compliance services to the organisation • Liaise with stakeholders • Conduct training to promote capacity building.

Prerequisites: • A three-year tertiary qualification in Security Risk Management/Law enforcement • Training in SANAI/NIA/SSA Security Management/Defence Intelligence, Project Management, Risk Management, Forensic Investigation, Information Security and Counter Intelligence is essential • At least three years experience in Counter Intelligence, auditing, security investigations and assessments • Knowledge of information security compliance audits, risk assessments, investigation methodology, threads and risk assessment, disposal of classified information, security appraisals, vetting, project security and financial management • Knowledge of MS Office Suite.

Person Profile: • These positions will suit persons with: Good communication, negotiation, conflict management and analytical • Ability to work under pressure • Willingness to travel and work long hours.

Vetting Investigator
(One permanent position exists in the FMLS division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 25/02/14HO)

Key Performance Areas: • Provide input in the development of policies, procedures and plans relating to the administration of security in the organisation • Conduct pre-employment screening • Vetting of staff, contractors and consultants • Conduct screening of service providers • Verify suspicious qualifications and permits for foreign nationals • Conduct security awareness training • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Security Risk Management/Law Enforcement/Military Science/Social Science • Training in NIA/SSA Security Management, Project Management, Risk Management, Forensic Investigation, Information Security and Counter Intelligence is essential • At least three years experience in Counter Intelligence, auditing, security investigations, assessments and vetting field work • Knowledge of vetting field work, risk assessments, investigation methodology, threads and risk assessment, interviewing and security related legislation especially the MISS and the National Strategic Intelligence Act • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, negotiation, conflict management and analytical • Ability to work under pressure • Willingness to travel and work long hours.

Assistant Manager: Finance Advisory Services
(Two permanent positions exist in the Financial Administration division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 26/02/14HO)

Key Performance Areas: • Ensure that internal controls are implemented and adhered to by monitoring and reporting on compliance to policies, procedures, practices notes and instructions at head office and provincial offices • Oversee the prevention, identification, reporting and investigation of financial misconduct as well as unauthorised, irregular or fruitless and wasteful expenditure • Ensure that recommendations on damages and loss cases are executed • Monitor and report on cash management in the provincial and district offices • Liaise with stakeholders in respect of better service delivery • Manage the development and empowerment of Financial Advisory Services staff.

Prerequisites: • A three-year tertiary qualification in Accounting/Auditing • Training in BAS, Accounting System, PFMA, Treasury Regulations Logis, risk management, audit, fraud prevention and SCM is essential • At least three years experience in a finance environment • Knowledge of financial management, auditing, internal control, project management and spreadsheets • Supervisory experience will be an advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, interpersonal, networking analytical, assertive and initiative skills.

Assistant Manager: Planning and Costing
(Two permanent positions exist in the Financial Administration division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 27/02/14HO)

Key Performance Areas: • Evaluate inputs against strategic departmental objectives for MTEF submissions • Analyse and check inputs from budget managers for AENE submission • Check and consolidate submitted inputs from budget managers for compilation of ENE submission • Allocate funds on BAS within item level • Analyse, evaluate and consolidate cash flow inputs • Request monthly fund • Provide support to budget managers, budgeting monitoring staff and external audit • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Finance • Training in BAS, PFMA, Treasury Regulations and SCM is essential • At least three years experience in a finance environment • Experience in financial management • Knowledge of financial management, budgeting and reporting • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good communication, interpersonal, analytical, report-writing and decision-making skills • Ability to work long hours.

Assistant Manager: Monitoring and Reporting
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 27b/02/14HO)

Key Performance Areas: • Compile Monthly IN Year Monitoring (IYM) • Compile EXCO Reports • Monitor expenditure against the budget allocated • Analyse and consolidate incorrect expenditure reports • Verify and approve shifting of funds and virements • Train and support the budget managers • Prepare presentations for budget committee • Supervise staff.

Prerequisites: • A three-year tertiary qualification in Finance or related field • Training in PERSAL, BAS, PFMA, Treasury and Public Service Regulations is essential • At least three years experience in Finance • Experience in financial management • Knowledge of applicable basic accounting and budget • Knowledge of MS Office Suite.

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

Assistant Manager: Asset Management
(One permanent position exists in the Financial Administration division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 28/02/14HO)

Key Performance Areas: • Implement and plan policies and procedures, process and guidelines for asset management • Facilitate assets acquisition • Facilitate and consolidate assets verification • Prepare and consolidate assets related disclosure note in the Annual Financial Statements • Provide assets disposal services • Liaise with stakeholders • Supervise staff and other resources.

Prerequisites: • A three-year tertiary qualification in Accounting/Auditing/Cost and Management Accounting • Training in BAS, Logis and BAUD is essential • At least three years experience in Asset Management • Knowledge of project management, asset management SCM, budgeting and internal control • Knowledge of MS Office Suite • A valid driver's licence.

Person Profile: • This position will suit a person with: Good communication, supervisory, numerical, presentation, driving, interpersonal, analytical, planning and organising skills • Ability to work independently • Willingness to travel and work long hours.

Assistant Manager: Technical Operations
(One permanent position exists in the Corporate Data Processing division at Head Office, Pretoria)
(Salary level 9: R252 144 per annum)
(Ref: No.: 29/02/14HO)

Key Performance Areas: Provide inputs towards the development of policies, procedures and co-ordination of processed Household Surveys Processing • Facilitate and monitor that there is effective technical support in programming, database management, image processing, network set-up and management and system documentation • Maintain and monitor processing of household based surveys systems • Supervise staff and other resources • Participate in the setting of quality controls and assurance standards for all data processing activities • Provide support in liaising with stakeholders.

Prerequisites: • A three-year tertiary qualification in Public Administration/Management/Economics • Training in SAS is essential • At least three years experience in data processing (scanning, data editing, and store management system) is required • Knowledge of Project Management • Knowledge of MS Office Suite.

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

Assistant Manager: Benefit Administration
(One permanent position exists in the HRM division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 30/02/14HO)

Key Performance Areas: • Provide inputs in the development of policies, procedures and plans • Coordinate and approve conditions of service transactions for permanent and contract employees • Monitor and approve the implementation of service terminations for both permanent and contract employees • Coordinate and approve service benefit transactions for permanent and contract employees • Monitor and approve transactions of lateral transfers, pay point changes ,outside remunerative work and financial disclosures • Interact and provide advice to stakeholders Manage staff and other resources.

Prerequisites: • A three-year tertiary qualification in HRM/Public Management • Training in Persal courses and HR legislations is essential • At least three years experience in HR environment • Knowledge of Human resource and utilisation of Persal System • Knowledge of MS Office Suite.

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

Risk Management Officer
(One permanent position exists in the Corporate Governance division at Head Office, Pretoria)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 31/02/14HO)

Key Performance Areas: • Assist in conducting risk assessments • Identify top organisational risks • Perform secretarial and administrative duties for the Risk Management Steering Committee • Report on progress made by divisions in mitigating their risks • Evaluate risk management processes • Report on the risk management processes • Provide feedback on the divisions' evaluations of their risk plans • Assist in educating and training leadership and staff about risk management program and their responsibilities in carrying out the risk management program • Knowledge of the risk management software (CURA) will be an added advantage.

Prerequisites: • A three-year tertiary qualification in Risk Management/Business Administration/Auditing/Internal Controls or related field • Training in Risk Management, and Fraud Prevention is essential • At least three years experience in one or more of the following fields: Risk Management, Business Administration or Auditing • Knowledge of project management will be an added advantage • Knowledge of PFMA and applicable legislative prescripts • Knowledge of MS Office Suite.

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

Internal Auditor
(One permanent position exists in the Internal Audit division at Head Office, Pretoria)
(Salary level 9: R252 144 per annum)
(Ref: No.: 32/02/14HO)

Key Performance Areas: • Provide inputs in development of Internal Audit Coverage Plan for the component • Participate in implementing the approved Internal Audit Coverage Plan • Follow-up audits on implementation of audit recommendations • Liaise and provide advice to stakeholders.

Prerequisites: • A three-year tertiary qualification in Auditing/Finance or related fields • At least three years experience in auditing • Knowledge of relevant acts, legislation, regulations and guidelines • Knowledge of International Professional Practices Framework of the Institute of Internal Auditors • Working knowledge of TeamMate, Persal , Bas and Logis will be an added advantage • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good judgement/discernment, creativity, assertiveness and lateral thinking skills • Must be honest, diligent, independent and self-motivated.

Provincial Security Co-ordinator
(One permanent position exists in the Mpumalanga Provincial Office: Nelspruit)
(Salary Level 9: R252 144 per annum)
(Ref: No.: 33/02/14MP)

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

Prerequisites: • A three-year tertiary qualification in Law Enforcement/Security Management • At least three years proven working experience in security investigations and assessments • Training in security management, security appraisal, security investigations and project management is essential.

Person Profile: • This position will suit a person with: Good communication, interpersonal, report-writing, analytical and negotiation skills • Must be reliable, diligent, decisive, co-operative and assertive.

State Accountant
(One permanent position exists in the Western Cape Provincial Office)
(Salary level 9: R252 144 per annum)
(Ref: No.: 34/02/14WC)

Key Performance Areas: • Request inputs for compilation of the monthly Early Warning System • Request inputs from budget managers for EXCO reports • Monitor expenditure against the budget allocated • Identify incorrect allocations • Capture shifting of funds and virements • Provide support to budget managers.

Prerequisites: • A three-year tertiary qualification in Finance • Training on Persal, BAS, PFMA, Treasury Regulations and Public Services Regulations is essential • At least three years experience in financial administration • Knowledge of MS Office Suite.

Person Profile: • This position will suit a person with: Good interpersonal, communication, planning and organising skills • Ability to handle multiple tasks, work under pressure and meet deadlines.

Statistician, Marriages and Divorces: Births and Deaths
(One permanent position exists in Health and Vital Statistics Division at Head Office, Pretoria)
(Salary level 8: R212 106 per annum)
(Ref: No.: 35/02/14HO)

Key Performance Areas: • To render and support with data editing and quality assurance of marriages and divorce data • Analyse the data and produce tables and graphs for the publication of marriages and divorces release • Write- up of marriages and divorces statistical releases and prepare clearance documents and presentations required before publication • Liaise with stakeholders.

Prerequisites: • A three-year tertiary qualification in Demography/Population Studies/Sociology/Statistics or related field • Training in statistical or demographic software for data analysis is essential • At least two years experience in quantitative methods, processing and analysis of administrative records or survey data and analytical report writing • Knowledge of population studies, vital statistics, administrative records and research methods • Knowledge of MS Office Suite.

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

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

Closing date for applications: 21 February 2014

Required documents: A signed Z83 application form • Detailed CV with contact details of three recent references • Certified copies of qualifications and Identity Document. NB: Applicants risk being disqualified for failing to submit all the required documents as indicated above.

Important note: If you do not hear from us within three months of the closing date, please regard your application as unsuccessful • Correspondence will be entered into with short-listed candidates only • Statistics South Africa reserves the right not to make an appointment • Appointment is subject to security clearance, the signing of a performance agreement or plan, verification of the applicant's documents and reference checking • Applications received after the closing date will not be considered • Please clearly indicate the reference number of the position you apply for in your application. If you apply for more than one position, submit separate applications.

• **Head Office, Pretoria:** Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 170 De Bruin Park Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.

Enquiries: Kindly contact Mr. Collen Mokonyane or Obed Marubyane at (012) 310 0151/366 4604.

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

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

• **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.

• **Free State:** Human Resource Officer, Statistics SA, Private Bag X20541, Bloemfontein 9300 or hand deliver at Ellen Gaborone Building, Corner Moshoeshe & George Lubbe Street, Rocklands, Bloemfontein, 9300.

Enquiries: Kindly contact: Mr. Raymond Matsemela at (051) 412 7500.

• **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 Mr. Lungelo Nonkewuse at (043) 707- 4900.

• **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.