



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.

**Manager: Media and Public Relations**

**(One permanent position exists in the Corporate Communications division at Head Office, Pretoria)  
(Salary level 13: R819 126 all inclusive remuneration package per annum)  
(Ref. No.: 01/06/14HO)**

**Key Performance Areas:**

- Develop and manage the implementation of a comprehensive Media Relations Strategy that proactively drives the building and management of the organisation's reputation
- Maintain relationships with media in key media market
- Manage all media and press liaison
- Manage resource within the directorate in order to achieve the strategic objectives of the Media and Public Relations units
- Develop and ensure the implementation of a media communication plan
- Manage financial resources within the unit.

**Prerequisites:** A three-year tertiary qualification in Journalism or related field • Training in Public Speaking Project Management, and Information Management is essential • At least six years experience in Media Relations and Management • Knowledge of basic project management/planning, basic finance, understating of public relations, reputation management and media principles • Knowledge of Government policy formulation process and priorities and Ms Office Suite • A valid driver's license will be an added advantage.

**Person Profile:** This position will suit a person with: Good communication, writing, interpersonal, analytical, research, planning, organisation, time management, orientation and presentation skills • Ability to multitask and be versatile • Willingness to travel and work long hours.

**Manager: Products Development and Analysis**

**(One permanent position exists in the Structural Industry Statistics (SIS) division at Head Office, Pretoria)  
(Salary level 13: R819 126 all-inclusive remuneration package per annum)  
(Ref. No.: 02/06/14HO)**

**Key Performance Areas:**

- Plan and manage the development and analysis of survey instruments and industry products
- Interact with stakeholders as required
- Ensure the development of survey instruments, processes and methods
- Perform highly specialised data analysis and evaluation to facilitate the development and maintenance of detailed standard operating procedures documents on all relevant activities
- Manage financial and human resources.

**Prerequisites:**

- A three-year tertiary qualification in Statistics/Econometrics/Economics
- A postgraduate qualification will be an added advantage
- Knowledge and experience of the statistical value chain (SVS), international classifications (industry and products), sampling, operational planning and project management
- Knowledge and experience in supervision and financial management
- At least 6 years experience in a statistical environment.

**Person Profile:** • This position will suit a person with: Good communication, conceptual, numerical, analytical, interpersonal, facilitation, team building, time management, research and conflict management skills • Ability to work under pressure • Ability to handle multiple and complex tasks and projects.

**Manager: Data Collection and Processing**  
**(One permanent position exists in the Structural Industry Statistics (SIS) division at Head Office, Pretoria)**

**(Salary level 13: R819 126 all-inclusive remuneration package per annum)**  
**(Ref. No.: 03/06/14HO)**

**Key Performance Areas:** • Plan and manage data collection and processing • Interact with stakeholders as required • Ensure the development of survey instruments, processes and methods • Perform highly specialised data analysis and evaluation to facilitate the development and maintenance of detailed standard operating procedures documents on all relevant activities • Manage financial and human resources.

**Prerequisites:** • A three-year tertiary qualification in Statistics/Econometrics/Economics • A postgraduate qualification will be an added advantage • Knowledge and experience of the statistical value chain (SVS), international classifications (industry and products), sampling, operational planning and project management • Knowledge and experience in supervision and financial management • At least 6 years experience in a statistical environment.

**Person Profile:** • This position will suit a person with: Good communication, conceptual, numerical, analytical, interpersonal, facilitation, team building, time management, research and conflict management skills • Ability to work under pressure • Ability to handle multiple and complex tasks and projects.

**Manager: Change Management**  
**(One permanent position exists in the Strategic Planning division at Head Office, Pretoria)**  
**(Salary Level 13: R819 126 all-inclusive remuneration package per annum)**

**(Ref. No.: 04/06/14HO)**

**Key Performance Areas:** • Ensure the development of strategic tactical operational plans, policies, procedures, process mapping and standard operating procedure for change management • Manage strategic change management programme in Statistics South Africa • Provide change management support services • Manage Strategy-in-Action programme • Manage the values programme in Statistics South Africa • Manage staff and other resources.

**Prerequisites:** • A three-year tertiary qualification in the relevant field • Training in Change Management is essential • At least six years experience in change management • Experience in facilitating change management at senior management level • Knowledge of diplomacy and protocol, strategic planning and MS Office Suite.

**Person Profile:** • This position will suit a person with: Good interpersonal, analytical, communication, confidentiality and management skills • Ability to work under pressure and work long hours.

**District Manager**  
**(One permanent position exists in the Northern Cape Provincial Office: Francis Baard District)**  
**(Salary level 12: R630 822 all-inclusive remuneration package per annum)**

**(Ref. No.:05/06/14NC)**

**Key Performance Areas:** • Develop strategic, tactical/operational plans, policies, procedures, process mapping and standard operating procedure (SOP) for field operation in the province • Manage fieldwork operations and data collection processes in the district office • Manage the implementation of corporate services functions in the district • Manage the implementation of statistical support service and respond to user needs and requests • Ensure the effective management and leadership of staff and utilisation of resources • Liaise with stakeholders.

**Prerequisites:** A three-year tertiary qualification in Demography/Geography/Statistics/Mathematics/Social Studies • At least three years of extensive operations management experience • Knowledge of project

management, survey methodologies, sampling techniques, map reading, report writing, financial and fleet management • Knowledge of MS Office Suite.

**Person Profile:** • This position will suit a person with: Good presentation, communication, interviewing, conflict-resolution and decision making skills • An innovative and strategic thinker, assertive and team work orientated • Ability to adapt to change • Ability to pay attention to detail and quality • Willingness to travel extensively and work long and irregular hours.

**Senior Legal Administration Officer**  
**(One permanent position exists in the Corporate Governance division at Head Office, Pretoria)**  
**(MR-6: R554 025 all-inclusive remuneration package per annum)**  
**(Ref. No.: 06/06/14HO)**

**Key Performance Areas:** • Conduct, analyse interpret advise and mentor juniors on research • Draft legal documents and advise on • Conduct interviews in order to interviews to determine client's goals and interview • Collect data and information, analyse and translate information into knowledge for planning decision making and reporting • Manage legal administrative duties of civil litigation matters in the Constitutional Court, SCA, High Courts, Equality Courts and Magistrate Courts Advise the Minister, Senior Management and Senior Litigation officer on all litigation matters • Manage and deal with departmental losses, transport claims, debt recovery.

**Prerequisites:** • A LLB qualification • At least three years relevant experience • Knowledge of SA Legal System, Legal Practices with reference to civil litigation, criminal procedure and practice applicable Supervisory experience will be an advantage • Admission as an Attorney or Advocate is essential • Knowledge of legal prescripts, extensive knowledge of legal procedures as well as management of contracts • Knowledge of MS Office Suite.

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

**Deputy Manager: Data Collection (Quality Improvement Unit)**  
**(One permanent position exists in the Business Register division at Head Office, Pretoria)**  
**(Salary level 11: R532 278 all-inclusive remuneration package per annum)**  
**(Ref. No.: 07/06/14HO)**

**Key Performance Areas:** Develop strategic, business and operational plans for the component • Ensure cleaning and updating of sampled units • Manage the data collection process • Manage the capturing and the editing of data • Manage staff and other resources • Liaise with stakeholders.

**Prerequisites:** A three-year tertiary qualification in Economics/Business Economics/Accounting/Statistics • At least five years experience in the data collection process and exposure to managing a team of professionals • Extensive knowledge in Accounting, Business Economics, Statistics, Research and Reporting • Knowledge of MS Office Suite and training in project management is essential.

**Person Profile:** This position will suit a person with: • Good communication, interpersonal, analysis, problem-solving, conceptualising and Emotional intelligence skills • Willingness to travel and work long hours.

**Deputy Manager: End User Support**  
**(One permanent position exists in the Information Communication and Technology (ICT) division at  
Head Office, Pretoria)**  
**(Salary level 11: R532 278 all-inclusive remuneration package per annum)**  
**(Ref. No.: 08/06/14HO)**

**Key Performance Areas:** • Provide effective and efficient ICT end user support within Statistics South Africa (Stats SA) • Facilitate the co-ordination between state agencies and private businesses • Initiate and manage improvement programmes and projects • Develop and review policies, processes and procedures for service management • Planning and acquisition of ICT assets • Manage staff and other resources.

**Prerequisites:** • A three-year tertiary qualification in Information Technology or related field • At least five years relevant working experience • A+, MCSE ( Microsoft Certified Systems Engineering), C.N.A (Certified Network Administrator), CNE ( Certified Network Engineer), and Service Desk and Call Centre Training are all essential • Thorough understanding of service desk systems and trouble ticket process • Ability to set customer service standards and develop guidelines, and assist in interpreting policies • Coach, lead, mentor and train junior team of professionals.

**Person Profile:** • This position will suit a person with: 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 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: Benefit Administration**  
**(One permanent position exists in the Human Resource Management division at Head Office, Pretoria)**  
**(Salary level 11: R532 278 all-inclusive remuneration package per annum)**  
**(Ref: No.: 09/06/14HO)**

**Key Performance Areas:** Plan and implement conditions of service • Develop and maintain Benefit Administration processes and systems and quality management • Develop, implement, monitor and review policies, procedures and guidelines on conditions of benefits • Ensure that the information on Persal is accurate at all times • Supervise a team of professionals and administrative staff • Assist in the management of the budget.

**Prerequisites:** A three-year tertiary qualification in Human Resource Management or related field • At least five years experience in Benefit Administration and PERSAL is essential • Knowledge of project management will be an added advantage • Knowledge of applicable legislative prescripts • Knowledge of MS Office Suite.

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

**Principal Systems Analyst**  
**(One permanent position exists in the Methodology & Evaluation division at Head Office, Pretoria)**  
**(Salary level 11: R532 278 all-inclusive remuneration package per annum)**  
**(Ref. No.: 10/06/14HO)**

**Key Performance Areas:** • Facilitate and analyse business requirements and produce user requirement specifications • Design complex relational databases • Design of complex and quality integrated systems and applications • Ensure training of users • Ensure testing of integrated applications • Facilitate production implementation of integrated applications • Ensure provision of user support.

**Prerequisites:** • A three-year tertiary qualification in Information Technology or related field • Training in business or systems analysis and data architecture, data modelling, database design and project management is essential • At least five years experience in systems analysis and design including relational database design, client server application development including relational database design • Knowledge of systems and data architecture, advanced database design and data modelling, and advanced programming.

**Person Profile:** • This position will suit a person who has: Good communication, problem-solving, analytical, presentation, decision-making, conflict resolution and facilitation skills and who is dedicated, committed, reliable, innovative and self-motivated • Ability to work independently and in a team • Ability to work under pressure and meet deadlines • Willingness to travel and work long hours.

**Provincial Training Officer**  
**(One permanent position exists in the Mpumalanga Provincial Office: Nelspruit)**  
**(Salary Level 9: R270 804 per annum)**  
**(Ref: No.: 11/06/14MP)**

**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.

**Quality Officer**  
**(One permanent position exists in the Business Modernisation division at Head Office, Pretoria)**  
**(Salary Level 8: R227 802 per annum)**  
**(Ref. No.: 12/06/14HO)**

**Key Performance Areas:** • Conduct quality assurance on systems documentation • Plan, design and analyse tests • Implement and execute tests • Compile quality reports • Adhere to quality standards and procedures • Conduct research into quality techniques, standards, methods and technology • Automate tests and develop generic test models.

**Prerequisites:** A three-year tertiary qualification in Computer Science/Information Technology/Statistical or Mathematical Studies • Training in Practical Software testing, VB, 6.0.Net, ASP,ASP.Net, Java Scripting, HTML,C#, CSS, Crystal Reports, Transact SQL, and SAS is essential • Training in databases e.g. SQL Server, Sybase, Oracle is essential. • At least two years experience in software testing, analytic role involving database queries or programming experience in client/server and/or web systems development • Experience in Systems Development Life Cycle Methodology.

**Person Profile:** This position will suit a person with: • Good communication, planning, organising, analytical, problem-solving, presentation, decision-making and time management skills • Ability to work in a team • Ability to work independently, effectively and efficiently under pressure in order to meet deadlines.

**Demographer**  
**(One permanent position exists in the Census Inputs and Outputs division at Head Office, Pretoria)**  
**(Salary level 8: R227 802 per annum)**  
**(Ref. No.: 13/06/14HO)**

**Key Performance Areas:** Participate in the development of census/survey content and products • Participate in user consultation processes for census/survey data items and products • Provide support on census/survey training on content • Provide support in census/survey analysis and product development.

**Prerequisites:** A three-year tertiary qualification in Statistics/Demography or related field • At least two years experience in census or survey undertaking • Ability to analyse data using statistical packages such as SAS, STATA • Knowledge of MS Office Suite.

**Person Profile:** This position will suit a person with: • Good communication, interpersonal, presentation, numerical and analytical skills • Ability to handle multiple tasks and work under pressure • Ability to meet deadlines and work long hours.

**Statistician (Marriages and Divorces)**  
**(One permanent position exists in Health and Vital Statistics Division at Head Office, Pretoria)**  
**(Salary level 8: R227 802 per annum)**  
**(Ref. No.: 14/06/14HO)**

**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: 27 June 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 167 Manaka Heights Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.

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

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

**Enquiries:** Kindly contact Ms Funeka Ntsiko at (053) 802 6833.

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