

STATISTICS SOUTH AFRICA

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 or favour), Administrative competence: The ability of bringing it all together.

<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	21 April 2023
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates for SMS posts 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. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

OTHER POSTS

<u>POST 12/105</u>	:	<u>DEPUTY DIRECTOR: DISTRICT MANAGEMENT REF NO: 01/03/23EC</u>
<u>SALARY</u>	:	R908 502 per annum (Salary Level 12) (All-inclusive remuneration package)
<u>CENTRE</u>	:	OR Tambo District, Mthatha
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Statistics/Mathematics/Social Studies/ Demography and/or Geography, Training in sampling techniques, survey methodology, customer focus, financial and fleet management, At least five years of extensive operations management of which 3 years must be on ASD/supervisory level, Knowledge of survey methodologies, project management, sampling techniques, financial and risk management, Knowledge of MS Office Suite, A valid driver's license
<u>DUTIES</u>	:	Develop strategic, tactical/ operational plans, policies, procedures, process mapping and standards operating procedures (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 services and respond to user needs and requests, Ensure the effective management and leadership of staff and utilisation of resources, Liaise with internal and external stakeholders.
<u>ENQUIRES</u>	:	Ms N Gwabeni Tel: 043-707 4909
<u>POST 12/106</u>	:	<u>DEPUTY DIRECTOR: DATA COLLECTION & LOGISTICS REF NO: 02/03/23EC</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Eastern Cape Provincial Office, East London
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Statistics/Mathematics/Social Science/ Demography/ Economics and/or Geography. Training in sampling techniques, SASQAF, survey methodology, customer focus, financial and fleet management. At least five years of extensive operations management of which two years must be at Assistant

Director/supervisory level. Knowledge of survey methodologies, project management, financial and risk management and sampling techniques. Knowledge of MS Office Suite. A valid driver's license.

DUTIES : Develop policies, tactical/ operational plans, procedures, process mapping and standards operating procedures (SOP) for all surveys and Censuses in the province. Manage and coordinate data collection for all surveys and censuses in accordance to national standards. Manage listing and listing maintenance for all surveys and censuses. Supervision of staff and other resources. Manage field logistics for all surveys and censuses.

ENQUIRES : Ms N Gwabeni Tel: 043-707 4909

POST 12/107 : **DEPUTY DIRECTOR: FACILITIES TRANSPORT & SECURITY MANAGEMENT REF NO: 03/03/23EC**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Eastern Cape Provincial Office, East London
REQUIREMENTS : A three-year degree in Supply Chain Management/Business Administration/Logistics/Fleet Management /Asset Management/Project Management/Financial Management is essential. At least five years proven experience in office administration and/or logistics of which three years must be on Assistant Director level. Knowledge of MS Office Suite. A valid driver's license.

DUTIES : Develop tactical/operational plans, policies, procedures, process mapping and standard (SOP) for FMLS section in the province. Manage logistics function for the province. Manage security services for the province. Manage security services for the province. Liaise with stakeholders. Manage staff and other resources.

ENQUIRES : Ms N Gwabeni Tel: 043-707 4909

POST 12/108 : **DEPUTY DIRECTOR: SOCIAL STATISTICS REF NO: 04/03/23HO (2 POSTS)**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary in Demographics/ Economics/ Development Studies/Statistics or related field, 3-5 years' relevant experience, Training in SAS Programming and SAS enterprise guide is essential, knowledge of Mathematics, Statistics, Social and/or Economics, Knowledge of MS Office Suite and SAS, Good , analytical, numeric, communication, interpersonal, report writing and supervisory skills, A hardworker who is innovative and has ability to pay attention to detail, Ability to work independently and in a team leader, Willingness to work long hours to meet deadlines.

DUTIES : Develop operational plans, policies, procedures and statistical processing methodology, Develop data collection instrument and design survey methodology, Ensure compilation of editing, imputation and quality assurance system, Development and dissemination of crime statistics, Produce thematic reports and present research papers, Interact with internal and external stakeholders, Supervision of staff and other resources within the directorate.

ENQUIRES : Ms L Dooka Tel: 012-336 0161

POST 12/109 : **NATIONAL STATISTICS SYSTEM COORDINATOR REF NO: 05/03/23MP**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Mpumalanga Provincial Office, Mbombela
REQUIREMENTS : A three year tertiary qualification in Statistics or related field, At least five years' experience in managing projects or statistical related environment, Experience in reporting, document management and archiving, Knowledge of MS Office Suite, knowledge of at least one Statistical package e.g SAS is advantageous, a valid driver's license is essential, good communication, report writing, analytical, interpersonal and networking skills, ability to work under pressure, ability to handle multiple tasks and projects, willingness to travel.

DUTIES : Provide input into the provincial development indicator framework, advocacy and stakeholder liaison to support the use of statistical information through the provincial statistics forum, marketing, and any other provincial development planning, research, and monitoring forums, communicate information on developments (programmes and activities) in the province and at local government level, facilitate statistical capacity and enhance statistical literacy amongst users of statistics and promote the application of the South-African Statistical Quality Assurance Framework (SASQAF), coordinate links with stakeholders, create and maintain an NSS provincial archive.

ENQUIRIES : Mr B Mbiyozo Tel: 013 762 0000

- POST 12/110** : **DEPUTY DIRECTOR: PPI DATA COLLECTION REF NO: 06/03/23HO (2 POSTS)**
- SALARY** : R766 584 per annum (level 11) (All-inclusive remuneration package)
- CENTRE** : Head Office, Pretoria,
- REQUIREMENTS** : A bachelor's degree in accounting/ Business Economics/ Economics or Statistics, at least five years' experience in the data collection process, Exposure to managing and supervising a team of professionals, Knowledge of MS Office Suite and Project Management, A valid driver's license, Good verbal and written communication, interpersonal, analytical thinking, conceptualising, problem solving and emotional intelligence skills, Willingness to work under pressure and long hours.
- DUTIES** : 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 editing of data, Manage staff and other resources, Liaise with internal and external stakeholders.
- ENQUIRIES** : Ms N Bongobi Tel: 012 337 6381
- POST 12/111** : **DEPUTY DIRECTOR: GEOGRAPHY REF NO: 07/03/23NW**
- SALARY** : R766 584 per annum (Level 11) (All-inclusive remuneration package)
- CENTRE** : Northwest Provincial Office, Mmabatho
- REQUIREMENTS** : A three-year tertiary qualification in Geographic Information Systems, Geography or Town Planning. An Honours or Master's degree will be an added advantage. Training in ArcGIS course and knowledge of relational databases (especially Access). Project Management, Image processing and Basic programming (Visual Basic/ SQL) is essential. Work experience specifically related to the GIS and knowledge of database administration. Experience working on large scale projects and some project management as well as working with Geo Positioning System equipment. Good understanding of spatial datasets used, cartographic skills and map visualisation techniques, knowledge of Stats SA products and processes, geographic skills. Strong GIS, database and IT skills. Ability to use GPS. Good communication skills and teamwork abilities, strong administrative skills, documentation and report writing, effective time management and work prioritisation, Ability to train and impart knowledge effectively, as well as assist others. Leadership and managerial skills. Thorough knowledge of Geography with Geographic Information Systems. Thorough knowledge of Map Visualisation Techniques. Understanding of South African/ provincial geographic frame/ setup. A valid driver's license.
- DUTIES** : Manage all Geography activities and projects as conducted at provincial and regional offices. Update and maintain provincial spatial databank with metadata (GIS system). Conduct spatial data analysis to support fieldwork planning and operations (Projects, logistics, HR). Support and liaise with internal and external stakeholders related to geographic information needs. Maintain and improve the dwelling frame. Assist in resource allocation.
- ENQUIRIES** : Mr G Parkins, Tel: (018) 384 2877
- POST 12/112** : **DEPUTY DIRECTOR: COMMUNICATION, MARKETING AND PUBLICITY**
- SALARY** : R766 584 per annum (Level 11) (All-inclusive remuneration package)
- CENTRE** : Northern Cape Provincial Office (Ref No: 08/03/23NC)
Western Cape Provincial Office (Ref No: 09/03/23WC)
- REQUIREMENTS** : A three-year qualification in Communication/ Marketing/ Public Relations and/ or Journalism with Statistics as an added advantage, 5 years' relevant experience of which 3 years should be at Assistant Director and two years at supervisory level, Knowledge of strategic planning and project management is essential, Proven general management and leadership skills is required, Knowledge of MS Office Suite, A valid driver's license, Good interpersonal, leadership, analytical, communication, customer orientation, financial, presentation, report writing and supervisory skills, Ability to work under pressure, Willingness to travel and work long hours.
- DUTIES** : Assist in developing operational plans, policies, procedures, standard operating procedure (SOP) for communication, marketing and publicity in the province, Manage publicity for all surveys and Censuses within the province, Input into coordinating marketing, communication and stakeholder relations in the province, Supervise staff and other resources.
- ENQUIRIES** : Mr. T Maila Tel: 053-802 6800/ Mr AE Juta Tel: 021 481 5549

POST 12/113 : **DEPUTY DIRECTOR: PROVINCIAL TRAINING AND QUALITY ASSURANCE REF NO: 10/03/23NC**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Northern Cape Provincial Office, Kimberley
REQUIREMENTS : A three-year tertiary qualification in Quality Management, Human Resource Development in Training, Statistics, Mathematics, Demography, Social Science, Geography, or Economics, Proven experience in training and quality assurance, Training in Project Management, SASQAF, Total Quality Management, Assessor and/ or Moderator course, At least 5 years of extensive operations experience. Exposure to field operations and operations/project management, Knowledge of Survey methodology, sampling techniques, project management and quality assessment, At least five years' relevant experience of which three years should be at Assistant Director and two years at supervisory level, A valid driver's license, Communication skills to reporting, analyse, and present, Ability to coordinate and manage logistics, Project and resource management skills, Geography and listing experience, Exposure to field operations, good interpersonal, communication and organisational skills and ability to work under pressure and willingness to travel, Confident, adaptable team player who is customer focused, Willingness to travel.

DUTIES : Develop operational plans, procedures and standard operating procedures for quality and training operations in the province, Manage implementation of training, Provide quality assurance for all surveys and censuses, Supervision of staff and other resources.

ENQUIRIES : Mr. T Maila Tel: 053-802 6800

POST 12/114 : **DEPUTY DIRECTOR: GRAPHIC DESIGNER REF NO: 11/03/23HO**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Graphic Design or related creative field, 5 years practical experience (2 years in ASD level)in the graphic design industry and related creative and practical fields, Training in Design technology, advertising, corporate branding and latest technology is essential, Knowledge of Graphic design and layout, digital product production and new media, reproduction, printing process and production equipment, finishing, typography, fine art and photography, advertising and corporate branding, Communication, adaptability, discipline, research, commitment, team player, and interpersonal relations, decision maker, problem solver, design specific hardware and software, project management and management skills, Ability to work under pressure, Full understanding and application of the entire production process from conceptualisation to product delivery and release, Willingness to travel and work long hours to meet deadlines.

DUTIES : Ensure design concepts are assessed and finalised, Monitor the design and the production of artwork for all Stats SA products, Ensure the development and maintenance of organisational branding, Guide stakeholders on the product developments, Develop and advice on branding standard document, operational plans, policies and procedures, Manage staff and other resources.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/115 : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 12/03/23HO**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Linguistics, BA (in English and any official African language), Communication, Journalism, 5 years' experience (2 years in ASD level) in editing and translation in English and any official African language of South Africa., Knowledge of language legislative framework and multilingual context of the country will be an added advantage; Knowledge of editing, translation, publishing, English and any official African language grammar(application) and vocabulary, general management, production systems employed in a statistical agency, country economy, development and social issues, Advanced computer skills, numeric and statistical literacy, research, editing, consistency, interpretation and analysis of statistics, process management, management and time management skills, Ability to prioritise and work under pressure, Ability to take corrective steps to keep the component 's objective on tract at all times, Ability to make judgment calls, strict adherence to deadlines, Ability to discern between major and minor problems and make decisions according to time and money available, Willingness to travel and work long hours to meet deadlines.

DUTIES : Develop policies, procedure, plans, standards and guidelines for language services, Ensure the provision of editing and translation services for the organisation, Update and

promote usage of the style guide according to latest language practices, Initiate and coordinate multilingual activities within the organisation; Manage the coordination of the translation services for the organisation, Liaise and provide advice to internal and external stakeholder, Supervision of language services team and other resources, Coordinate the terminology development process for the organisation.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/116 : **DEPUTY DIRECTOR: MAINTENANCE OF STATISTICAL BUSINESS REGISTER REF NO: 59/03/23HO**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year tertiary qualification in Accounting, Economics and Business Management, Training in Statistics, Commercial Law, Project Management, 5 years' experience in the statistical production process of which 2 years' experience must be in supervising a team of professionals, Knowledge of analysis, business registers, departmental policies and procedures, report writing, surveys and DOL, DTI and SARS legislations and regulations, Knowledge of MS Office Suite, A valid driver's license, Analytical, Communication, Conflict resolution, decision making, facilitation, presentation, interpersonal, leadership, problem solving, quality management and report writing skills, Ability to pay attention to detail, be assertive, work independently and as a team, Ability to work under pressure and handle multiple and complex tasks.

DUTIES : Develop policies/ practice notes, operational plans and Standard Operating Procedures (SOP) for the directorate M_SBR and for Business Register systems, Ensure the acquisition/download of VAT datasets for the survey of large businesses based on administrative sources analysis and the acquisition/ download of SAF datasets for the survey of large businesses based on economic sources analysis, Oversee the VAT/ SAF data collection and data capturing process, as well as the annual quality improvement surveys (QIS), Research appropriate methodology that will improve the survey of economic sources analysis, Manage human and other resources, Liaise with internal and external stakeholders, Manage record keeping of the chief directorate business register.

ENQUIRIES : Ms S Khoza Tel: 012 310 8097

POST 12/117 : **DEPUTY DIRECTOR: LARGE BUSINESS UNIT REF NO: 60/03/23HO**

SALARY : R766 584 per annum (Level 11) (All-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A degree in Accounting/ Business Economics/ Economics/Statistics, 5 years' experience in statistical production process of which 2 years' experience must be in supervising a team of professionals, Training in Management/ Project Management, Knowledge of MS Office Suite, Knowledge of Accounting, Business Economics, Economics and Statistics, A valid driver's license, Good organiser, communicator and negotiator, presentable in corporate circles, Management, problem solving, analytical, conceptual, verbal and written communication skills, Willingness to travel and work long hours to meet deadlines.

DUTIES : Develop policy, operational plans and standard operating procedures for Large Business Unit, Identification of enterprise groups to be profiled, Manage profiling of enterprise groups, Ensure quality assurance on all work processes, Management of staff and other resources, Liaise with internal and external stakeholders, Conduct research on a relevant Business Register related topic.

ENQUIRES : Ms SE Khoza Tel: 012-310 8097

POST 12/118 : **ASSISTANT DIRECTOR: MARKETING & INFORMATION OFFICER**

SALARY : R393 711 pe annum (Level 9)

CENTRE : Free State Provincial Office, Bloemfontein Ref No: 13/03/23FS

Limpopo Provincial Office, Polokwane Ref No: 14/03/23LP

REQUIREMENTS : A three-year tertiary qualification in Marketing/Statistics or related field, At least 3 years' experience in a quantitative social research or statistical environment, Experience in statistical analysis, Exposure to information and stakeholder management, A valid driver's license is essential. Strong communication, interpersonal, analytical, conceptual and presentation skills, Ability to work under pressure, willingness to travel.

DUTIES : Market Stats SA products to all stakeholders, Manage and respond to statistical requests, Disseminate Stats SA products, Manage the library, publications and the information sessions, Install electronic data products for users and conduct individual or group training on electronic products, Co-ordinate and organise provincial events.

ENQUIRIES : Ms S Mokhosoa Tel: 051 412 7500 /Mr T Mlambo Tel: 015-295 3300

POST 12/119 : **ASSISTANT DIRECTOR: DISTRICT COORDINATION**

SALARY CENTRE : R393 711 per annum (Level 9)
 : North West Province, Mabopane District Office Ref No: 15/03/23NW
 : North West Province, Mmabatho District Offices Ref No: 16/03/23NW
 : Amajuba District Office, KwaZulu-Natal; Ref No: 17/03/23KZN
 : Harry Gwala District Office, KwaZulu-Natal; Ref No: 18/03/23KZN
 : Piketberg District Office, Western Cape Ref No: 19/03/23WC
 : Buffalo City District Office, Bhisho Ref No: 58/03/23EC

REQUIREMENTS : A three-year tertiary in qualification 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 four years' experience in general office administration of which two years must be on supervisory level. A valid driver's license.

DUTIES : Implement district operational plans procedure, process mapping and implementation of policies in the district. Provide assets management and office administration in the district. Provide FMLS and related services in the District Office. Provide Supply Chain Management services in the district. Provide financial administration and control function in the district. Coordinate the implementation of HRM functions in the district.

ENQUIRIES : Mr G Parkins, Tel: (018) 384 2877/ Mr N Zondi Tel: 031-360 0608/ Mr AE Juta Tel: 021 481 5549

POST 12/120 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY CENTRE : R393 711 per annum (Level 9)
 : North West Provincial Office, Mmabatho Ref No: 20/03/23NW
 : Northern Cape Provincial Office, Kimberley Ref No: 21/03/23NC

REQUIREMENTS : A three-year tertiary qualification in Supply Chain Management/Logistics. Training in LOGIS, Tender Course and BAS is essential. Knowledge of the legislative framework inclusive of PFMA, BBBEE, PPPFA, Treasury Regulations and guidelines to SCM/Procurement is essential. At least three years' experience in SCM. Knowledge of MS Office Suite. A valid driver's license.

DUTIES : Implement operational plan, policies, procedures, process mapping and standard operating procedures (SOP) for SCM in the province. Provide SCM function in the province. Implement and monitor service level agreements. Perform asset function in the province. Perform transit services in the province. Liaise with stakeholders. Ensure proper filing and safekeeping of SCM documents.

ENQUIRIES : Mr G Parkins, Tel: (018) 384 2877/ Mr. T Maila Tel: 053-802 6800

POST 12/121 : **DISTRICT SURVEY COORDINATOR REF NO: 22/03/23KZN**

SALARY CENTRE : R393 711 per annum (Level 9)
 : ILembe District Office, KwaZulu-Natal

REQUIREMENTS : A three-year tertiary qualification in either Statistics / Mathematics / Social Sciences /Geography / Demography or Public Administration, Training in sampling techniques, survey methodology, Computer skills, customer focus, financial, human resources, labour relations and project management, 3- years of extensive experience in fieldwork operations, Monitoring fieldwork operations, decision making, communication skills, interviewing skills, leadership skills, language proficiency, report writing skills, map reading and presentations skills, strategic thinking, conflict resolution, team player, Knowledge of survey methodologies, project management, computer skills, financial and risk management, and sampling techniques., A valid driver's license. Innovative thinking skills, assertiveness, teamwork orientated, adaptable to change, improvement, stress management and diversity awareness, Ability to travel a lot, working under pressure to meet deadlines and working in challenging terrain, Willingness to work long hours

DUTIES : Implement district operational plans procedure, mapping and implementation of policies in the district office for fieldwork, Conduct fieldwork data collection for projects in the district office, Supervision of staff and other resources, Liaise with internal and external stakeholders, Conduct trainings for projects in the district office, Coordinate listing and updating of dwelling units in sampled PSU

ENQUIRIES : Mr N Zondi Tel: 031-3600 608

POST 12/122 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: 23/03/23HO (2 POSTS)**

SALARY : R393 711 per annum (level 9)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in any of the following fields, Human Resources or Organisational Development or Organisation Design or Work Study or Management Sciences. Minimum of three (3) years relevant experience in organisational design, job design, job evaluation and work-study. Exposure on organisational functionality assessment (OFA) will be an added advantage. Computer skills in MS Office Suite (e.g. MS Word, MS Excel, PowerPoint); structure design system (e.g. Orgplus); and job evaluation system (e.g. Equate / Evaluate / etc). Supervisory skills. Knowledge of applicable regulatory frameworks.

DUTIES : Develop and review organisational and functional structures. Develop and review job descriptions. Conduct job evaluation and implement applicable resolutions and directives. Conduct work study investigations. Coordinate organisational functionality assessment (OFA) projects. Supervise Junior Officers.

ENQUIRIES : Ms L Dooka Tel: 012 336 0161

POST 12/123 : **METHODOLOGIST REF NO: 24/03/23HO**

SALARY : R393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria

REQUIREMENTS : Three year tertiary qualification in Statistics/ Mathematics/ Economics/ Econometrics, 1-2 years' experience as a methodologist/statistician in a research institution or statistical agency, Experience in data collection, analysis, evaluation and interpretation, Training in SAS, MS Office suite and MS Project is essential, Post graduate studies in econometrics, survey methodology, and/or statistics is essential. Knowledge of statistical production processes, Statistics/ Econometrics/Economics fields is required, Good verbal and written communication, planning, time management, problem solving, interpersonal, conceptual, computer and research skills, Ability to conduct web and library research, willingness to travel and work long hours to meet deadlines, .

DUTIES : Provide support in the identification of suitable sampling frames and selecting of samples for surveys, Provide input in the design of computer programs, development of methodologies for weighting and estimation and conduct weighting and estimation for survey areas, Evaluate the quality of surveys and censuses, Implement and maintain detailed sources and methods documents, Provide input in the development of specifications, guidelines and procedures for the development of programs and systems, Interact with stakeholders as required.

ENQUIRIES : Ms S Khoza Tel 012 310 8097

POST 12/124 : **ASSISTANT DIRECTOR: MONITORING & CONTROL REF NO: 25/03/23HO**

SALARY : R393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Human Resource Management/ Public Management/ Industrial Psychology or any related field, Training in Monitoring & Evaluation, Project Management, Quality Management, 3-4 years of experience in Human Resources with emphasis on monitoring and evaluation, knowledge of HR policies and procedures including PSR and relevant Acts, Facilitate and/or implementation management of strategy monitoring systems, financial and administrative management, performance management, report writing, presentation, research, interviewing, leadership and analytical skills. Knowledge of and the ability to interpret directives and guidelines on Records Management, Knowledge of PERSAL and the MS Office suite, Well developed interpersonal, communication and time management skills, The ability to communicate at all levels, Team player and innovative thinker, The willingness to work in the provincial office as and when required. Drivers licence will be an added advantage.

DUTIES : Provide inputs in the development of policies & procedures, Participate in the design & development of monitoring and control plans, systems and tools, Conduct analyses on the application of HRM policies, procedure and plans, Monitor HR audits systems to improve audit readiness, Research/benchmark on HR best practices, Conduct exit interviews with permanent staff, Supervision of staff.

ENQUIRIES : Mr O Marubane Tel No: 012 336 0151

- POST 12/125** : **ASSISTANT DIRECTOR: HRM REF NO: 26/03/23EC**
- SALARY** : R393 711 per annum (Level 9)
CENTRE : Eastern Cape Provincial Office, East London
REQUIREMENTS : A three-year tertiary qualification in Human Resources or related field, Three years proven experience in Human Resources environment, Proven experience and knowledge of PERSAL and MS Office Suite, Knowledge of prescripts and legislation governing HRM in the public sector, A valid driver's licence.
- DUTIES** : Provide a generalist HRM function for the province, Implement HRM operational plans, policies and procedures in the province and districts, Coordinate, monitor and approve implemented transactions on PERSAL, Monitor and approve the implementation of service terminations for both permanent and contract employees, Provide inputs in the development of policies, procedures and plans, Manage the recruitment database system for the province and districts, Interact and provide advice to internal and external stakeholders, Participate in the implementation of Employee Wellness, Performance Management, Labour Relations and Human Capital Development in the province, Ensure proper filing and safekeeping of HRM documents, Management of staff and other resources in the province.
- ENQUIRES** : Ms N Gwabeni Tel: 043-707 4909
- POST 12/126** : **ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 27/03/23HO**
- SALARY** : 393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three-year tertiary qualification in Linguistics, BA in Languages (English and any official African languages), Language practice, Editing and Translation, Communication and Journalism, 4 years' experience in editing and translation in English and any official African language of South Africa. Knowledge of editing, linguistics, current social, developmental, and economic affair, Understanding of language legislative framework and multilingual context of the country will be an added advantage Knowledge of MS Office Suite and English grammar and vocabulary and its application, Good communication, research, numeric and statistical language editing, , good writing skills, Ability to work faster and accurately, think more broadly, Ability to sort out work related priorities, willingness to travel and work long hours to meet deadlines.
- DUTIES** : Provide inputs on the units 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, initiate and promote multilingual initiatives within the organisation; Provide inputs and promote usage of the style guide according to latest language practices, Provide translation and quality check translated documents, Liaise with internal and external stakeholders, Convene the working groups meetings for the development of terminology for specific language working groups, Supervising of junior staff.
- ENQUIRIES** : Ms S Khoza Tel: 012 310 8097
- POST 12/127** : **ASSISTANT DIRECTOR: GRAPHIC DESIGNER REF NO: 28/03/23HO**
- SALARY** : R393 711 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three year tertiary qualification in Graphic Design or related creative field, 4 years' experience (2 years in technical or office level), Training in Design trends, advertising, Corporate branding and latest technology is essential, Knowledge of Graphic design and layout, creative trends, digital product production, digital, reproduction, printing, finishing, typography, fine art and photography and corporate branding, Communication, time management, creative, adaptability, discipline, research, team player, and interpersonal skills, Ability to work under pressure, Full understanding and application of the entire production process from conceptualisation to product delivery and release, willingness to travel and work long hours to meet deadlines.
- DUTIES** : Visualise and articulate design concepts, Coordinate the graphic design and layout for all Stats SA product, Quality assure the development and maintenance of organisational branding, Advice stakeholders on product development, Provide input in the development of branding standards document, operational plans, policies and procedure, Supervise staff and other resources.
- ENQUIRIES** : Ms S Khoza Tel: 012 310 8097
- POST 12/128** : **SYSTEMS DEVELOPER REF NO: 29/03/23HO**
- SALARY** : R393 711 per annum (Level 9)

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pretoria
	:	A three-year tertiary qualification in IT or related field. At least three years' experience in programming. Relevant working experience with HTML5/XHTML PHP, ASP.Net, MVC, CSS3/Bootstrap, JavaScript/jQuery and Angular/AngularJS, Mobile Development. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in content management systems troubleshooting will be an added advantage. Knowledge of Linux Administration and troubleshooting will be an added advantage. Experience in mobile platform development will be an added advantage. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Ability to work under pressure and long hours to meet deadlines. Ability to work on multiple projects simultaneously. willingness to travel.
<u>DUTIES</u>	:	Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run extract procedures on databases and existing applications to provide to users. Participate in the technical design session of applications and relational database. Develop and test application. Develop user manuals and training of users. Provide user support and maintenance of existing projects.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel: 012 310 8097
<u>POST 12/129</u>	:	<u>ASSISTANT DIRECTOR: SURVEY STATISTICIAN: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 30/03/23HO (3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 9)
	:	Head Office, Pretoria
	:	A degree in Statistics/Economics/Econometrics/Accounting or related field Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques. Staff supervision.
<u>DUTIES</u>	:	Attend to user needs and queries. Develop survey methodology, questionnaire, data processing system and statistical processing methodology. Coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation. Manage team's performance and comply with human resources directives and legal frameworks.
<u>ENQUIRIES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/130</u>	:	<u>ASSISTANT DIRECTOR: SURVEY STATISTICIAN: BUSINESS CYCLE INDICATOR REF NO: 31/03/23HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 9)
	:	Head Office, Pretoria
	:	A degree in Statistics/Economics/Econometrics/Accounting or related field Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques. Staff supervision.
<u>DUTIES</u>	:	Attend to user needs and queries. Develop survey methodology, questionnaire, data processing system and statistical processing methodology. Coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation. Manage team's performance and comply with human resources directives and legal frameworks.
<u>ENQUIRIES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/131</u>	:	<u>ASSISTANT DIRECTOR: SURVEY STATISTICIAN: STRUCTURAL INDUSTRY STATISTICS REF NO: 32/03/23HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 9)
	:	Head Office, Pretoria
	:	A degree in Statistics/Economics/Econometrics/Accounting or related field Training in SAS, introduction to project management, and introduction to economic indicators and

		analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques. Staff supervision.
<u>DUTIES</u>	:	Attend to user needs and queries. Develop survey methodology, questionnaire, data processing system and statistical processing methodology. Coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation. Manage team's performance and comply with human resources directives and legal frameworks.
<u>ENQUIRIES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/132</u>	:	<u>ASSISTANT DIRECTOR: PRODUCT ANALYST: PPI OPERATIONS REF NO: 33/03/23HO (3 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Statistics/ Economics/ Agricultural Economics/ Physics/ Chemistry or other related qualification. At least three years relevant working experience. Experience in data collection of product in key sectors e.g. agriculture, manufacturing, mining and services. Knowledge of industrial classification and product classification. Knowledge of MS Office Suite.
<u>DUTIES</u>	:	Development of questionnaire and tabulation plans. Provide input in the development and maintenance of product/services classification list. Conduct product/services data analysis (includes data editing). Develop capturing editing rules. Monitoring of product/services behaviour. Coordinates training on product. Attend to user needs. Supervision of staff.
<u>ENQUIRES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/133</u>	:	<u>PRICE METHODOLOGIST REF NO: 34/03/23HO</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year qualification in Economics or Statistics or related fields. Training in Quantitative analysis and research is essential with at least 2 years' experience. Knowledge in analytical skills, research skills, writing skills and SAS. Knowledge in fields of price statistics, economics and statistics.
<u>DUTIES</u>	:	Provide inputs on developing methodology regarding price statistics based on international best practices and ensure continuous improvement of price statistics. Participate in ensuring that price statistics are collected and compiled using the best international practices. Participate in the development and maintenance of detailed sources and methods documentation on relevant activities for all price statistics publications. Participate in reweighting, rebasing and sample management of price statistics. Design statistical programs and participate in the writing of guidelines, specifications and instructions to programmers and analyse. Interact with internal and external stakeholders as required. Provide inputs to management relating to MTEF and operational planning and budgeting.
<u>ENQUIRES</u>	:	Ms N Bongobi Tel: 012-337 6381
<u>POST 12/134</u>	:	<u>ASSISTANT DIRECTOR: ECONOMIST: NATIONAL ACCOUNTS REF NO: 35/03/23HO</u>
<u>SALARY</u>	:	R393 711 per annum (Level 9)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Economics/Econometrics or related fields. Training in System of National Accounts, as well as other related international guidelines and standard required. Training in statistical techniques, benchmarking and seasonal adjustment, compilation and use of price and volume indexes, analytical or statistical software are essential. At least 2 to 4 years' experience in the field of national accounts and/or relevant economics statistics filed. Knowledge of the SNA, ISIC and other guidelines and standards, Statistical techniques including price and volume indexes and index number theory, project management, macroeconomics, microeconomics, and research. Skills in conceptualisation, professionalism, communication, confidentiality, analytical thinking and Knowledge of MS Office Suite
<u>DUTIES</u>	:	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 contact with local and international experts and organisations (liaise with stakeholders). Manage team performance and comply to the human resource directive and legal frameworks. Provide inputs on economic issues and trends as well as on the formulation of recommendations.

ENQUIRES : Ms N Bongobi Tel: 012-337 6381

POST 12/135 : **ASSISTANT DIRECTOR: ECONOMIST: GOVERNMENT FINANCIAL STATISTICS REF NO: 36/03/23HO**

SALARY : R393 711 per annum (Level 9)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Economics /Statistics and/or Accounting or related qualification (e.g. Econometrics/Mathematical Statistics. At least three years' appropriate working experience is required. Exposure in SAS, economic indicators and analysis is essential. Understanding of data analysis processes. Knowledge of data collection process. Knowledge of the GFS, GRAP and other related guidelines and standards. Knowledge of MS Office Suite. A valid driver's license. Good communication, analytical, conceptualisation and interpersonal skills. Ability to work independently and in a team. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES : Attend to basic user needs and queries. Represent Stats SA in issues relating to government forums, workshops, task teams and meetings. Assist with data collection and processing. Training of respondents and data collectors as well as the development of training material and/or manuals. Participate in basic editing of data for development and output. Provide support in data analysis for the chief directorate. Conduct research in order to continuously update, assess and improve on the indicators and methodologies. Communicate and liaise with stakeholders of public-sector institutions. Update weekly and monthly collection progress reports. Assist in researching life cycle of public-sector institutions. Assist in drafting of relevant presentations and data stories. Assist with the implementation of the operational plans, survey methodologies, and questionnaire design. Supervise Assistant Statistical Officers and Statistical Officers and monitor their performance. Implement prescribed quality standards and the dissemination plans.

ENQUIRES : Ms N Bongobi Tel: 012-337 6381

POST 12/136 : **PROVINCIAL QUALITY MONITOR**

SALARY : R331 188 per annum (Level 8)

CENTRE : Free State Provincial Office, Welkom Ref No: 37/03/23FS

KwaZulu-Natal Provincial Office, Durban Ref No: 38/03/23KZN

Limpopo Provincial Office, Polokwane Ref No: 39/03/23LP

Eastern Cape Provincial Office, Sarah Baartman Ref No: 40/03/23EC

REQUIREMENTS : A three-year tertiary qualification in Statistics/Demography/relevant Social Studies or related field, Training in quality management and control, at least two years' experience in survey taking or field operations management, A valid driver's license, Good communication, Interpersonal, presentation and decision making skills, Ability to work under pressure and meet deadlines, Willingness to travel and work long hours.

DUTIES : 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 internal and external stakeholders.

ENQUIRIES : Ms S Mokhosa Tel: 051-4127500/ Mr N Zondi Tel: 031-360 0608/ Mr T Mlambo Tel: 015-295 3300

POST 12/137 : **PROVINCIAL SURVEY STATISTICIAN REF NO: 41/03/23NC**

SALARY : R331 188 per annum (Level 8)

CENTRE : Northern Cape Provincial Office, Kimberley

REQUIREMENTS : A three-year tertiary qualification in Statistics/ Demography/ Social studies/Mathematics/ Demography and Geography. Training in SAS, SQL, SPSS and Super cross, data analysis, report writing. At least three years' experience working in statistics field (including compilation of report and research). Knowledge of MS Office Suite, Good communication both verbal and written, interpersonal, analysis skills. Strong analytical skills, Research and computer skills, Ability to meet deadlines.

DUTIES : Compile and analyse statistical output (from surveys and censuses) to meet specific needs for the provinces, Contribute to the planning of surveys and render special statistical services in cooperation with Head Office, Provide training of relevance in statistical field, Provide technical advice to the provincial office, provincial government, government departments and other users. Interact with main users in provincial government, private sector, NGOs and other institutions, Compile provincial-specific reports and other publications, Support and advice on the implementation of survey monitoring.

ENQUIRIES : Mr. T Maila Tel: 053-802 6800

POST 12/138 : **PROVINCIAL MAPPING MONITOR**

SALARY : R331 188 per annum (Level 8)
CENTRE : Northern Cape Provincial Office, Kimberley Ref No: 42/03/23NC
Eastern Cape Provincial Office, East London Ref No: 43/03/23EC (2 Posts)

REQUIREMENTS : A three-year tertiary qualification in Geography/ GIS or related field coupled with relevant experience, Experience in Census and Survey mapping operations, Knowledge of MS Office suite and at least one GIS software package, A valid driver's license, this position will suit a person with good communication and report writing skills, Good computer skills, Ability to work under pressure.

DUTIES : Assist with the development of appropriate listing, demarcation and GPS capture procedures and methodologies, Assist with the review, identification, determination of strategy and acquisition of up-to-date datasets to effect accurate demarcation, Assist with the coordination and management of operations relating to the implementation of listing, demarcation and GPS processes, Verify and update place name and datasets, Assist with the building of a database of contracts that supply information and data to facilitate the demarcation process, Provide logistical and administrative support to the listing, demarcation and GPS capture staff, Assist with the review of technical and logistical issues linked to the implementation of the Master Sample, Participate in the building of effective partnerships with internal stakeholders.

ENQUIRIES : Mr. T Maila Tel: 053-802 6800/ Ms N Gwabeni Tel: 043-707 4909

POST 12/139 : **SURVEY STATISTICIAN: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 44/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria

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

DUTIES : Participate in stakeholder meetings. Develop operational plans, survey methodology, questionnaire, data processing system and statistical processing methodology. Participate in the data collection process, coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation.

ENQUIRIES : Ms N Bongobi Tel: 012 310 6381

POST 12/140 : **SURVEY STATISTICIAN: BUSINESS CYCLE INDICATOR REF NO: 45/03/23HO**

SALARY : R331 188 per annum (Level 8)
CENTRE : Head Office, Pretoria

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

DUTIES : Participate in stakeholder meetings. Develop operational plans, survey methodology, questionnaire, data processing system and statistical processing methodology. Participate in the data collection process, coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation.

- ENQUIRIES** : Ms N Bongobi Tel: 012 310 6381
- POST 12/141** : **SURVEY STATISTICIAN: STRUCTURAL INDUSTRY STATISTICS REF NO: 46/03/23HO (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 8)
: Head Office, Pretoria
: A degree in Statistics/Economics/Econometrics/Accounting or related field. Training in SAS, introduction to project management, and introduction to economic indicators and analysis is essential. At least three years' experience in the relevant field. Knowledge of MS Office Suite and advanced statistical techniques.
- DUTIES** : Participate in stakeholder meetings. Develop operational plans, survey methodology, questionnaire, data processing system and statistical processing methodology. Participate in the data collection process, coordinate and monitor the data collection process training of data collectors and development of training manuals. Perform advanced data analysis and editing. Review quality standards, data analysis framework and implementation of operational plans. Develop and maintain the dissemination plan, publication document and clearance document. Develop and maintain detailed sources and methods documentation.
- ENQUIRIES** : Ms N Bongobi Tel: 012 310 6381
- POST 12/142** : **GRAPHIC DESIGNER REF NO: 47/03/23HO**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 8)
: Head Office, Pretoria
: Three year tertiary qualification in Graphic Design or related creative field, 3 years' experience in graphic design industry or creative related field, Knowledge of Design technology, creative trends, graphic design layout, digital product production, reproduction and printing, Creative aptitude and flair skills, interpersonal relations, communications, creative, adaptability, research, confident, commitment, team player and interpersonal skills, Ability to work under pressure, Willingness to travel and work long hours to meet deadlines.
- DUTIES** : Originate design concepts, Prepare graphic design and layout for all Stats SA products, Develop and maintain organisational branding, Advice stakeholder on product development.
- ENQUIRIES** : Ms S Khoza Tel: 012 310 8097
- POST 12/143** : **ASSISTANT PRODUCT SPECIALIST REF NO: 48/03/23HO**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 8)
: Head Office, Pretoria
: A three-year tertiary qualification in Statistics/ Economics/ Finance/ Chemistry/ Botany/ Agricultural Economics/ Food Science/ Pharmacy/ Crop Science. At least two years relevant working experience with products. Experience in data collection of products in key sectors e.g. agriculture, manufacturing, mining and services as well as experience in editing and analysis. Knowledge of industrial classification and products classification. Knowledge of MS Office Suite.
- DUTIES** : Monitoring of Product behaviour. Identification of new products. Identify Structured Product description. Checking best international classification and standards. Conduct operational research. Assist with questionnaire development. Ensure that data of good quality is collected from influential units. Stakeholder consultations.
- ENQUIRIES** : Ms N Bongobi Tel: 012-337 6381
- POST 12/144** : **SURVEY STATISTICIAN: SOCIAL STATISTICS REF NO: 49/03/23HO**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 8)
: Head Office, Pretoria
: A three year tertiary qualification in Demographics/ Econometrics/ Development Studies/ Statistics or related, 1-2 years' relevant experience, Training in SAS Programming and SAS enterprise guide is essential, Knowledge of Mathematics, Statistics, Social Science and/or Economics, Knowledge of MS Office Suite, A valid driver's license, Good analytical, numeric, communication, interpersonal, and report writing skills , A hard worker who is innovative and has ability to pay attention to detail, Ability to work independently and in a team, Willingness to work under pressure and long hours to meet deadlines.
- DUTIES** : Develop training manuals and provide input in the development of data collection instruments, Provide input in the development of editing and imputation systems,

Analyse data towards the publication of statistical release and user request, Participate in the production of thematic reports and research papers, Provide input in the development of operational plan and statistical processing methodology, Record all activities and outputs related to the statistical value chain and the development of data, Interact with internal and external stakeholders.

ENQUIRES : Ms L Dooka Tel: 012-336 0161

POST 12/145 : **SURVEY STATISTICIAN: QUARTERLY LABOUR FORCE SURVEY REF NO: 50/03/23HO**

SALARY : R331 188 per annum (Level 08)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year tertiary in Demographics/ Econometrics/ Economics/ Social Science/ Statistics, 3 years' proven experience in analysis of data and report writing proven experience in quantitative research, Training in Project management, Labour Statistics analysis, SAS Training, knowledge of policy development, Labour statistics, analysis and report writing, Knowledge of MS Office Suite, Proven use of statistical software for data analysis, Strong facilitating and presentation skills, Good strong conceptual, Analytical and numeric abilities Strategic and operational planning, Excellent communication and liaison skills, Strong focus on service delivery, Customer needs and process and product quality, Ability to work under pressure and handle multiple and complex tasks and projects, Willingness to work long hours to meet deadlines.

DUTIES : Participate in the development of business and operational plans for the component, Render support in the development of the content for QLFS in collaboration with content and development component, Conduct data analysis and writing of reports, Participate in the conducting of research and recommending of appropriate methodology for on the production of labour statistics, Liaise and provide statistical support to internal and external stakeholders, Provide training support in collaboration with survey operations.

ENQUIRES : Ms L Dooka Tel: 012-336 0161

POST 12/146 : **PROVINCIAL HR OFFICER REF NO: 51/03/23KZN**

SALARY : R269 214 per annum (Level 7)

CENTRE : KwaZulu-Natal Provincial Office, Durban

REQUIREMENTS : A three-year tertiary qualification in Human Resource management/Industrial Psychology or related, Training in PERSAL is essential, At least 1 year proven experience as generalist in Human resource management, Knowledge of MS Office Suite, A valid driver's licence will be an added advantage. Good Interpersonal skills, written and verbal communication, Ability to work under pressure and long hours, Willingness to travel

DUTIES : Implement recruitment in the province, Implement appointment function in the province, Implement conditions of service in the province, Liaise with internal and external stakeholders, Maintain proper filling and safekeeping of documents.

ENQUIRES : Mr N Zondi Tel: 031-3600 608

POST 12/147 : **TRANSPORT OFFICER**

SALARY : R269 214 per annum (Level 7)

CENTRE : Northern Cape Provincial Office, Kimberley REF NO: 52/03/23NC

North West Provincial Office, Mmabatho REF NO: 53/03/23NW

REQUIREMENTS : A three year tertiary qualification in Transport/Logistics Management, Training in electronic log sheet system, GG Vehicle System, Financial Management, Risk Management, Project Management, At least two years' experience in logistics and fleet management, Technical knowledge of motor vehicles, regulations and policies regulating the use of government owned vehicles, logistics scheduling and distribution, Knowledge of MS Office Suite, A valid driver's license and ability to drive a vehicle, Good communication, interpersonal, report-writing, planning and organisational skills, Willingness to work long hours, Willingness to travel.

DUTIES : Update and maintain database and safekeeping of transport records in the province, Ensure vehicle maintenance services in the province, Control vehicle usage in the province, Coordinate vehicle damages and losses in the province and district office, Conduct test driving of new appointed employees, Liaise with internal and external stakeholders.

ENQUIRES : Mr. T Maila Tel: 053-802 6800/ Mr G Parkins, Tel: (018) 384 2877

POST 12/148 : **STATISTICAL OFFICER: PRIVATE SECTOR FINANCIAL STATISTICS REF NO: 54/03/23HO**

SALARY : R269 214 per annum (Level 7)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Matric certificate with Accounting/Mathematics. At least one-year experience in the processing of surveys. Knowledge of MS Office Suite.

DUTIES : Ensure collection, processing, editing and verification of information/data and identify problems in practice. Ensure analysis on the collected data and identification of problems and deficiencies in practice. Supervise capturing and updating of information on the Survey Management System. Advise and liaise with stakeholders. Ensure regular visits to the respondents and compile detailed reports to facilitate investigations. Supervise and implement quality control mechanisms on work/staff.

ENQUIRIES : Ms N Bongobi Tel: 012-310 6381

POST 12/149 : **MONITORING & CONTROL OFFICER REF NO: 55/03/23HO**

SALARY : R261 372 per annum (Level 7)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Human Resource Management or related field, Training in project Management, Monitoring & Evaluation, 2-3 years of experience in Human Resources with emphasis on monitoring and evaluation, knowledge of HR policies and procedures including PSR and relevant Acts, Facilitate and/or implementation management of strategy monitoring system, financial, administrative management and performance management, Facilitating, report writing, presentation, research, interviewing, leadership and analytical skills; Computer literacy in MS Office, Communication skills, Strategic thinking & conflict resolution, Knowledge of Human Resource Management, Monitoring and evaluation, Ability to communicate at all levels. Drivers licence will be an added advantage.

DUTIES : Implement Monitoring and Control policies, Implement M&C plans, systems and tools, Monitor Hr compliance to relevant prescripts, Facilitate exit interviews on a regular basis, Implement HRM audit system for divisional audits readiness, Collect and evaluate HR data against performance plans.

ENQUIRIES : Mr O Marubyane Tel 012 336 0151

POST 12/150 : **PROVINCIAL HRM OFFICER REF NO: 56/03/23EC**

SALARY : R269 211 per annum (Level 7)

CENTRE : Eastern Cape Provincial Office, East London

REQUIREMENTS : A three year tertiary qualification in Human Resource management/Industrial Psychology or related, Training in PERSAL is essential, At least 1 year proven experience as generalist in Human resource management, Knowledge of MS Office Suite, A valid driver's licence will be an added advantage.

DUTIES : Implement recruitment in the province, Implement appointment function in the province, Implement conditions of service in the province, Liaise with internal and external stakeholders, Maintain proper filling and safekeeping of documents.

ENQUIRIES : Ms N Gwabeni Tel: 043-707 4909

POST 12/151 : **LANGUAGE PRACTITIONER REF NO: 57/03/23HO**

SALARY : R269 214 per annum (Level 7)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Linguistics, Language Practice, Editing and Translations, Communication, Journalism, 1-2 years' experience as a copy (text) editor in English language and translation in any official African language of South Africa,, Knowledge of editing, linguistics, understanding of language legislations of the country will be an added advantage, understanding of multilingual context of the country , social, developmental, and economic affair, Knowledge of MS Office Suite and English and any official African language grammar and vocabulary and their application, Good communication, research, good writing skills, Ability to work faster and accurate, think more broadly, Ability to sort out work related priorities, Willingness to work long hours to meet deadlines.

DUTIES : Implement of unit's procedure, plan processes and guidelines, Provide and perform the editing and translation services for the organisation's publications and correspondence, Promote usage of the style guide according to latest language practices, Assist to quality check translated documents where necessary, Assist in promoting multilingual activities

ENQUIRIES

of the organisation. Liaise with internal and external stakeholder, Involvement in the terminology development processes.
Ms S Khoza Tel: 012 310 8097