

## STATISTICS SOUTH AFRICA

*Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998*

- APPLICATIONS** : Applications can be: • Post to the Human Resources Officer, Statistics South Africa, Private Bag x11290, Nelspruit1200 • Delivered at 17 Henshall Street, Stats House Building, 2<sup>nd</sup> Floor, Nelspruit
- CLOSING DATE** : 12 June 2009
- NOTE** : Applications must be submitted on • Z83 Application Form • Detailed CV with contact details of three recent referees • Certified copies of: qualifications, Identity Document and driver's license. Failure to submit the required documents may lead to your application not being considered. If you do not hear from us within two months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only • Stats SA reserves the right not to make an appointment • Applicants risk to be disqualified for failure to submit the aforementioned required documents • Appointment is subject to security clearance, the signing of a performance agreement, the verification of applicant's documents, and reference checking • It is applicants responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA) • Applications received after the closing date will not be considered • Please clearly indicate the position you are applying for in your application and applicant must submit separate application for each position where several positions are advertised.

## OTHER POSTS

- POST 22/58** : **PROCUREMENT OFFICER (REF NO 09/03/05/MP)**  
 Person profile: • This position will suit a person with: • Excellent communication, numerical and report writing skills • Excellent analytical and financial skills • Good interpersonal skills and the ability to handle multiple and complex tasks and projects • Good computer skills in MS Word, Excel, Project and PowerPoint. One permanent position exists in the Mpumalanga Provincial Office.
- SALARY CENTRE REQUIREMENTS** : R174 243 per annum  
 Nelspruit  
 Prerequisites: • Relevant three-year tertiary qualification in Procurement or Finance • Relevant experience in accounting and procurement in public sector environment • Experience in BAS, LOGIS, SCM and PAS will be advantageous • Familiarity with the following: \* Treasury Regulations \* PFMA \* Supply Chain Management Act (PFMA) \* Public Service Act \* Treasury Regulations and Government Procurement Procedures \* Tender Board Act and Regulations.
- DUTIES** : Key performance areas: • Provide goods and services timeously and according to prescribed specifications • Provide procurement service in any units, namely Buying, Bid, Store, LOGIS Admin, Supplier Database Administration and Creditor Payment • Liaise with suppliers to obtain information on their products • Compile regular written reports • Comply with applicable legislation policies and regulations and ensure that requests are in accordance with applicable provisions • Liaise with relevant stakeholders on supplier performance.
- ENQUIRIES** : Ms. Sinah Maake and Frank Thengwayo on (013) 754-0600
- POST 22/59** : **PUBLICITY SUPERVISOR (REF NO DF01/05/09)**  
 Person Profile: • This position will suit a person with: • Good negotiating and communication skills • Ability to work under pressure • Logical and analytical report writing skills • Good interpersonal skills • Assertiveness. One contract position until November 2009 exists within the Dwelling Frame Project.
- SALARY CENTRE REQUIREMENTS** : R109 515 per annum plus 37% in lieu of benefits [Excluding leave benefits]  
 Mpumalanga Province  
 Prerequisites: • Senior certificate • Experience in publicity operations and survey methodologies • Computer literacy in MS Office • A valid driver's license.
- DUTIES** : Key Performance Areas: • Design and implement work flow for publicity • Identify and keep record of key stakeholders • Maintain Dwelling Frame • Execute all publicity related duties as stipulated by Head Office and Provincial management • Submit all progress and other publicity related reports timeously as stipulated within the given time-frames.
- POST 22/60** : **PUBLICITY OFFICER (REF NO. DF02/05/09)**  
 Person Profile: • Proven interpersonal facilitation and communication skills • Ability to establish and maintain effective work relations • Ability to prepare reports • Ability to handle multiple tasks • Willingness to travel extensively and

work long hours. One contract position until November 2009 exists within the Dwelling Frame Project.

- SALARY** : R 94 326 per annum plus 37% in lieu of benefits [Excluding leave benefits]
- CENTRE** : Mpumalanga Province
- REQUIREMENTS** : Prerequisites: • Senior certificate • Experience in publicity operations and survey methodologies • A valid driver's license.
- DUTIES** : Key Performance Areas: • Publish the Dwelling Frame Project to internal and external stakeholders professionally • Secure buy-in and support for the fieldwork phase as well as the overall project during its duration • Execute all publicity related duties as stipulated by Head Office and Provincial management • Submit all progress and other publicity related reports timeously as stipulated within the given time-frames • Work closely with and report to all Dwelling Frame Project assigned supervisors, coordinators and managers.
- ENQUIRIES** : Ms. Sinah Maake and Frank Thengwayo on (013) 754-0600