

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.

- APPLICATIONS** : All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
- CLOSING DATE** : 18 September 2020
- NOTE** : 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. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be uploaded on the system. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. 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 requirement 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.

MANAGEMENT ECHELON

- POST 21/285** : **DEPUTY DIRECTOR-GENERAL: POPULATION AND SOCIAL STATS REF NO: 01/09/20HO**
- SALARY** : R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A NQF level 8 qualification in Demography, Statistics, Sociology or Economics, At least 8 years of relevant experience at senior management level, Demonstrated understanding of statistical ethics and the fundamental principles of official statistics, Extensive quantitative research experience, Demonstrated competence and a proven track record in managing large household surveys or censuses and compiling statistical reports, A good understanding of Government policies and initiatives and the role of information in Government decision-making, Demonstrated strategic and operational management ability and experience, Experience in leading and managing transformation, change and diversity, Ability to work in cross-cutting/functional projects/teams, Knowledge of MS Office Suite, A valid driver's license.
- DUTIES** : Drive the production of health and vital statistics including causes of death, registered births, tourism and migration, marriages and divorces, and other health statistics, Drive the production of social statistics covering education, social security and service delivery, Drive the production of population statistics in relation to census and community survey data, Drive the production of demographic dynamics including mid-year population estimates (community survey), Drive the production of labour market statistics and information on emerging phenomena for measuring employment, Drive the production of poverty and inequality statistics and information of the dimension of poverty, Drive research projects to better respond to user demands, Promote continuous service delivery improvement, Provide leadership in strategic and

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| | | operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums. |
| <u>ENQUIRIES</u> | : | Ms M Montsho Tel No: (012) 310-4889 |
| <u>POST 21/286</u> | : | <u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 02/09/20HO</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package) |
| | : | Head Office, Pretoria |
| | : | A NQF level 8 qualification in Public Administration or Commerce or equivalent with majors in Human Resources / Financial Administration, At least 8 years of relevant experience at senior management level, Experience in corporate service environment, Experience in a project-driven environment, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver's license. |
| <u>DUTIES</u> | : | Ensure provision of innovative, effective and efficient human resources service in the organisation which includes organisation design, recruitment and appointment and terminations, benefit administration, HR coordination, HR monitoring and evaluation, training and development, employee health and wellness, labour relations, talent management, Ensure provision of innovative, effective and efficient physical environment services which includes facilities, transport and security management, Ensure provision of innovative, effective and efficient legal advisory services, Monitor the corporate service function at provincial offices, Ensure provision of innovative, effective and efficient strategic and operational corporate support to organisational projects such as censuses and surveys, Ensure provision of innovative, effective and efficient strategic and operational corporate support to other projects such as Stats SA's hosting national, regional and international events, Promote continuous innovative service delivery improvements, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums, Administratively oversee the administration of financial matters in relation to the Chief Directorate: Financial Management. |
| <u>ENQUIRIES</u> | : | Ms M Montsho Tel No: (012) 310-4889 |
| <u>POST 21/287</u> | : | <u>DEPUTY DIRECTOR-GENERAL: SOUTH AFRICAN NATIONAL STATISTICS SYSTEM REF NO: 03/09/20HO</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 521 591 per annum (Level 15) (All-inclusive Remunerative Package) |
| | : | Head Office, Pretoria |
| | : | A NQF level 8 in Statistics / Economics / Demography / Geography, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver's license. |
| <u>DUTIES</u> | : | Provide strategic leadership in the coordination of production of statistics in social, economic and environmental subsystems by developing and implementing a National Strategy for Development of Statistics (NSDS); applying SASQAF light on relevant data and ensuring implementation of ShaSA 2, Lead the coordination of the data transfer and data sharing amongst entities of National Statistical System by developing and implementing a blueprint for a SANSS-wide data repository and expanding the use of E-data |

transfer and dissemination tools amongst SANSS members, Lead the coordination of statistical reporting according to national, regional and international requirements by developing and implementing protocols for development, compliance and reporting of statistics; ensuring indicator alignment of key developmental frameworks such as National Development Plan (NDP), Agenda 2063 and Sustainable Development Goals (SDGs), Lead the statistical assessment of data producers and designate as official by conducting independent assessments on economic, social and environmental statistics publications, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES : Ms M Montsho Tel No: (012) 310-4889

POST 21/288 : **DEPUTY DIRECTOR-GENERAL: STATISTICAL SUPPORT AND INFORMATICS REF NO: 04/09/20HO**

SALARY CENTRE REQUIREMENTS : R1 521 591 per annum (Level 15) (All-inclusive remunerative Package)
: Head Office, Pretoria
: A NQF level 8 in Statistics/Project Management, At least 8 years of relevant experience at senior management level, Proven track record in research, statistical processes, managing large statistical projects especially marshalling large scale logistics, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge of government policies and initiatives and the role of information in government decision-making, Ability to work in cross-cutting/functional projects/teams, Good understanding of government policies and initiatives, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Knowledge of MS Office Suite, A valid driver's license.

DUTIES : Provide strategic leadership in the provision of a stable, reliable and functional ICT environment by creating and expanding a broadband infrastructure, stabilising ICT infrastructure in head office, provincial and district offices as well as continuously improving network connectivity, Drive the modernisation of business processes through information management and the application of technology by researching, developing and implementing platforms to automate data collection, processing and dissemination; by establishing, developing and implementing an enterprise architecture programme and capability as well as establishing and implementing knowledge management environment, Ensure compilation of multidisciplinary publications through provision of professional language, graphic design and compilation & printing services, Coordinate and enhance analytical studies in Stats SA by developing and implementing strategy to research and execute predictive modelling techniques along with technologies Taking lead in organisational communication and marketing activities to ensure information flow both internally and externally as well as to enhance the public image and credibility of the organisation, Provide leadership in strategic and operational planning, Ensure effective personnel and financial resource management, Ensure the continuous service delivery improvement, Represent Statistics South Africa in national, regional and international forums.

ENQUIRIES : Ms M Montsho Tel No: (012) 310-4889

POST 21/289 : **CHIEF DIRECTOR: LABOUR STATISTICS REF NO: 05/09/20HO**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
: Head Office, Pretoria
: anagement, Statistical packages and management courses is essential, 5 years' relevant experience at senior managerial level, Experience in analysis of labour-related surveys and modules as well as integrative analysis dealing with large-scale survey datasets including administrative records, research, management, leadership and presentation, Knowledge of national and international standards and practices, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Broad knowledge of object oriented analysis and design methods, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation,

strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead the development of the strategic and operational plans, policies and procedures for the chief directorate, Provide leadership in the development of strategies for the following areas: content development analysis, quarterly labour force survey and quarterly employment statistics, Ensure measurement of all forms of work in the South African Economy, Development of effective and efficient systems to enhance processing of data and digitalising the labour-related household based surveys processes, Liaise with internal and external stakeholders to address issues of common interests by participating in various surveys and the data-ecosystem, workshops and responding to users' needs, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/290 : **CHIEF DIRECTOR: SOCIAL STATISTICS REF NO: 06/09/20HO**

SALARY : R1 251 183 per annum (Salary Level 14) (All-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Econometrics/ Social Science/ Development Studies, Training in Project Management, Statistical analysis and SAS or statistical packages and management courses is essential, 5 years' relevant experience at senior managerial level, Experience in analysis, research, management, leadership and presentation, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Broad knowledge of object oriented analysis and design methods, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead the development of the strategic and operational plans, policies and procedures for the chief directorate, Provide leadership in the conceptualisation, development and dissemination of social statistics as well as digitalisation of the social statistics household based surveys processes, Lead coordination in research and analysis of demographic and social surveys including integrative analysis dealing with large-scale survey datasets and administrative records with regard to surveys and contribution towards the statistical reports, Provide strategic direction in the technical support for statistical production towards government social transformation goals, Liaise with internal and external stakeholders by coordinating stakeholder consultation, participating in the data-ecosystem and ensuring that stakeholders needs are met, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 21/291 : **CHIEF DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: 07/09/20HO**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in IT or related fields, Training in Project Management, Statistical analysis and SAS or statistical packages and management courses is essential, 5 years' relevant experience at senior managerial level, Systems Development Life Cycle training, Advance training

in SAS and Project management, Knowledge of SAS application, MS Office Suite and MS Project, Knowledge of Database and systems maintenance, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Broad knowledge of object oriented analysis and design methods, Knowledge of project management and change management, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Oversee the development of Data and Information Management strategy, policies, operational plans, system and methodology for the chief directorate ,Provide leadership on the analysis of statistical production on the Economic Subsystem, Develop stakeholder engagement strategy, Coordinate and manage the transfer and data sharing amongst entities of the National Statistical System (NSS), Manage the indicator dissemination portal and content management system, Manage the development, maintenance and support of databases that impact the SANSS and NSS, Manage and standardise the implementation of SDMX across the NSS and develop ICT tools for the NSS, Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/292 : **CHIEF DIRECTOR: EASTERN CAPE REF NO: 08/09/20EC**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Eastern Cape

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years' relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices, Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards, Oversee marketing and promotion of statistical products and services, and provision of user information services, Dissemination of Stats SA products and services, Promote the development and establishment of the National Statistical System (NSS) at provincial and local level, Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/293 : **CHIEF DIRECTOR: FREE STATE REF NO: 09/09/20HO**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Free State

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies, Training in Project Management, Research

and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years' relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices, Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards, Oversee marketing and promotion of statistical products and services, and provision of user information services, Dissemination of Stats SA products and services, Promote the development and establishment of the National Statistical System (NSS) at provincial and local level, Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/294 : **CHIEF DIRECTOR: BUSINESS MODERNISATION REF NO: 10/09/20HO**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in IT/ Statistics/ Economics/ Demography, Training in Management/ Statistics/ Economics/ Demography is essential, Training in Enterprise Architecture would be an added advantage, 5 years' relevant experience at senior managerial level, Experience in data analysis, data modelling, data warehousing and data design, Proven knowledge and experience in the development and application of Architecture for solving complex business problem, Proficiency in various software development design techniques, Strong understanding of data mining principles and knowledge of data integration, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Provide leadership in the development of strategic and operational plans, policies and procedures for the chief directorate, Oversee the provision of database design and system architecture, Oversee and direct the provision of enterprise architecture, Conceptualise the provision of business system expertise and solutions as well as oversee the analysis and design of business systems, Liaise with internal and external stakeholders to meet client's needs, Ensure effective and efficient management of resources in the chief directorate.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/295 : **CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: 11/09/20HO**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in IT/ Computer Science or related, Training in Management/ Statistics/ Economics/ Demography is essential, 5 years' relevant experience at senior managerial level, Experience in

Information technology, networking troubleshooting, ICT security – application development and server administration, Proven knowledge and experience in working with ICT systems, tools, networks and platforms, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Provide leadership in the development of strategic and operational plans, policies and procedures for the chief directorate, Oversee the provision of ICT service desk and end-user support, Drive and administer the provision of ICT networking operations, connectivity and risk management, Provide leadership in the provision of ICT security operations and disaster recovery, Liaise with internal and external stakeholders to meet client's needs, Ensure effective and efficient management of resources in the chief directorate.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/296 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: 12/09/20HO**

SALARY CENTRE : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7) in Human Resources/ Public Management/ Industrial Psychology/ Organisational Development or related, 5 years' of relevant experience at a senior managerial level; Training in Management, Project Management and Organisational Development is essential, Experience in HRM&D and a project-driven environment, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in strategy, transformation, change and diversity, Knowledge and understanding of government policies and initiatives and the role of information in government decision-making, Demonstrated understanding of HRM&D fundamentals and principles of official statistics, Knowledge of Skills Development Framework and training skills, Understanding of job grading and evaluation, Understanding of organisational structure, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, numerical and interpersonal skills, Ability to work in cross-cutting, functional project teams, Ability to work under pressure to meet deadlines, Ability to handle multiple and complex tasks and projects, A dynamic, creative, self-driven, innovative and result-oriented person with strong service delivery, customer and quality focus, A person with a passion for policies, procedures and legal compliance, Willingness to travel and work long hours.

DUTIES : Provide leadership in policy development, interpretation of functions and strategy, Ensure leadership in the appropriate management of financial and human resources, Lead the provision of HR planning and information management services, Lead the human resource practices and administration services, Provide leadership in the utilisation and development programmes, Provide leadership in the provision of employee health, wellness and other special programmes, Provide leadership in the management of labour relations (employee relations) and people management.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

OTHER POSTS

POST 21/297 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 13/09/20HO**

SALARY CENTRE : R733 257 per annum (Level 11) (All-inclusive remuneration package)
Head Office, Pretoria

REQUIREMENTS : An NQF level 7 qualification in Risk Management or related field plus 5 years' experience in risk management environment of which 3 years must be at ASD level, Knowledge of and working experience in Risk Management environment, Knowledge of MS Office Suite, Good communication skills (verbal and Written), Good interpersonal skills, Ability to work under pressure and display high

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| | | assertiveness levels, Attention to detail, Willingness to travel, Adequate knowledge and use of Cura risk management software or similar system, Adequate knowledge of business continuity management , A valid driver's license. |
| <u>DUTIES</u> | : | Develop risk management strategies, systems (methodologies, models and tools), policies and annual risk management plan, Manage, implement, review and improve the risk management framework, Facilitate the institutionalisation risk management within the organisation, Manage the Risk Management directorate and supervision on subordinates. |
| <u>ENQUIRES</u> | : | Ms L Dooka Tel No: (012) 336 0161 |
| <u>POST 21/298</u> | : | <u>ASSISTANT DIRECTOR: ECONOMIST REF NO: 14/09/20HO (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 596 per annum (Level 09) |
| <u>CENTRE</u> | : | Head Office, Pretoria |
| <u>REQUIREMENTS</u> | : | A Bachelor's degree in Economics/ Econometrics or related plus 2-4 years' experience in the field of national accounts and/or relevant economics statistics field, Relevant experience in research and performing specialised economic analysis, Training in the System of National Accounts as well as other related international guidelines and standards is required, Training in statistical techniques such as benchmarking and seasonal adjustment, Training in analytical or statistical software is essential, Knowledge of statistical techniques and index number theory, Knowledge of project management, Macroeconomics, Microeconomics and Research Methodology, Knowledge of SNA, ISIC and other guidelines and standards, Knowledge of MS Office Suite, Excellent writing and communication, interpersonal relations, analytical and conceptualisation skills, Ability to work with large and comprehensive datasets, Willingness to work long hours to meet deadlines. |
| <u>DUTIES</u> | : | Develop and implement detailed plans for relevant components of the GDP estimates, Execute activities in the process of compiling estimates of GDP and other related economic statistics indicators, Conduct research in order to continuously update, assess and improve on the indicators and methodologies, Execute specialised and complex data analysis and editing, Draft and update sources and method manuals, Establish and maintain contacts with local and international experts and organisations (liaise with stakeholders), Manage team performance and comply to the human resource directives and legal frameworks, Provide inputs on economic issues and trends as well as on the formulation of recommendations. |
| <u>ENQUIRIES</u> | : | Ms L Dooka Tel No: (012)-336 0161 |
| <u>POST 21/299</u> | : | <u>ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 15/09/20HO (X2 POSTS)</u> |
| <u>SALARY</u> | : | R376 596 per annum (Level 09) |
| <u>CENTRE</u> | : | Head Office, Pretoria |
| <u>REQUIREMENTS</u> | : | A three-year tertiary qualification in Publishing/Editing/Communication/Journalism/ Linguistics/ Bachelor of Arts in Languages or related plus 2-3 years' experience in communication or publishing as a copy (text) editor in English; English language editing, Knowledge of copy editing related to English and proficiency in other official South African languages will be highly appreciated, linguistics skills, publishing, information dissemination and of production systems employed in statistical documents, Advanced knowledge of English grammar and vocabulary and its application, Knowledge of country's economy, developmental and social issues, Knowledge of the type of statistics collected by the organisation; Knowledge of MS Office Suite, Good communication, numeric and statistical literacy, research, writing and editing skills, High level of attention to detail, A logical and clear thinker, Ability to work independently and in a team, Ability to work under pressure and strict adherence to meeting deadlines. |
| <u>DUTIES</u> | : | Provide inputs on the unit's procedures, standards, plans, processes and guidelines, Provide advice on language issues and quality check the edited and proofread organisation's publications and correspondence; Provide inputs and promote usage of the style guide according to the latest language practices; Quality check translated documents; Liaise with internal and external stakeholders; Convene the working groups meetings for the development of terminology for specific language working, Supervise junior staff. |
| <u>ENQUIRIES</u> | : | Ms L Dooka Tel No: (012) 336 0161 |

POST 21/300 : **ASSISTANT DIRECTOR: MULTIDISCIPLINARY COMPILATION REF NO: 16/09/20HO**

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Communication/ Journalism/ Linguistics/ Bachelor of Arts with majors in English and basic knowledge in Statistics or related, plus 2-3 years' experience in the field of publishing, project management, Information Technology and layout, compilation and editing, Knowledge of English grammar and vocabulary, Knowledge/background of printing and publishing, Knowledge of MS Office Suite, Good communication, numeric and statistical literacy, decision making, writing, editing, research, planning, coordinating, presentation and facilitation skills; Ability to pay attention to detail, A highly organised person who is accurate, deadline driven and a critical thinker, Ability to work independently and in a team, Ability to work under pressure to meet deadlines.

DUTIES : Coordinate the compilation and the production of publications according to publications' standards, Coordinate the production of statistical monthly newsletter, Write articles for statistical monthly newsletter, Provide advice on compilation processes and quality check the layout services for multidisciplinary publications; Promote and monitor the implementation of the relevant standards on all statistical documents by editing statistical releases, reports and clearance documents for publication and ensuring compliance to standards; Build effective relations with internal stakeholders to ensure timely delivery of publications, Implement policy, plans, procedures, processes and guidelines for multidisciplinary compilations, Assist in offering writing skills course, Supervise junior staff.

ENQUIRIES : Ms L Dooka Tel No: (012) 336 0161

POST 21/301 : **ECONOMIST REF NO: 17/09/20HO**

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A Bachelor's degree in Economics/ Accounting/ Econometrics or related, 1-2 years' relevant experience, Training in System of National Accounts and related international accredited guidelines and methodologies will be advantageous, Working knowledge in a statistical or economic environment , Knowledge of MS Office Suite, Good communication, numerical, analytical, conceptualisation, interpersonal, and problem solving skills , Ability to work independently and in a team, Willingness to work long hours to meet deadlines.

DUTIES : Perform compilation of GDP estimates/research documents and other reports in economic statistics, Compile detailed operational plan, Perform advances analysis and editing, Assist in the development of quality standards, Assist in the development of guidelines and specifications, Compile training manuals, Participate in stakeholder meetings, Maintain detailed sources and methods documentation.

ENQUIRES : Ms L Dooka Tel No: (012)-336 0161