

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** : 15 July 2022
- 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 copies of qualifications, ID and driver's licence (where applicable) must be uploaded on the system. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day the interview following communication from HR. 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 24/75** : **CHIEF DIRECTOR: SURVEY MONITORING AND EVALUATION REF NO: 01/07/22HO**
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A three-year tertiary qualification (NQF 7 SAQA recognised) in Statistics, Demography, Population Studies, Mathematics, Social Sciences (with Statistics/ Mathematics as a subject). At least 6 years relevant experience of which 5 years must be at senior managerial level, Training in monitoring and evaluation, Project Management, Management courses or related field is essential. Extensive knowledge of survey methodology. Experience in conducting censuses and surveys. Monitoring and evaluation of surveys and censuses. Extensive experience in facilitation and/or development and/or management of strategy monitoring systems, financial and administrative management, performance and administrative management. A valid driver's license. Good facilitation, report writing, leadership and analytical, communication, strategic thinking and conflict resolution skills. Assertive and innovative thinker, team player. Knowledge of MS Office. A valid driver's license. Ability to communicate at all levels, manage personnel and other resources. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.
- DUTIES** : Lead in the development of strategic and operational plans, policies and procedures for the Chief Directorate. Oversee the development of monitoring and evaluation strategies and plans for economic, population and social statistics including the

census. Provide strategical leadership in the design and development of monitoring and evaluation systems, tools and indicators for surveys in economic, population and social statistics including the census. Manage research, conceptualisation and design of monitoring and evaluation studies. Provide leadership in the management of field operations, processing, analysis and reporting. Provide leadership in the management of the Chief Directorate, staff and other resources. Evaluate and review statistical products.

ENQUIRIES : Ms M Mantwa Tel No: 012 310 4889

POST 24/76 : **CHIEF METHODOLOGIST REF NO: 02/07/22HO**

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An Honour's degree in Statistics/ Economics/ Econometrics/ Mathematics or related field of study. Advanced training in SAS, Project Management experience. At least 6 years relevant experience in a research institution or statistical agency, of which 5 years must be on middle management level with experience in managing and supervising a team. Research skills as well skills to implement operational theoretical solutions to researched problems. Knowledge of statistical, economic and social processes. Broad knowledge of Government policies and initiatives and how they relate to statistics. Knowledge of MS Office Suite. A valid driver's license. Good communication, numeracy, problem solving, interpersonal, analysis and interpretation of specialist data skills. An innovative thinker who is assertive, self-organised, self-motivated, independent and analytically oriented. Ability to plan work, meet timelines and pay attention to detail. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES : Design, develop and maintain suitable sampling frames and select samples for surveys. Conceptualise and design computer programmes, develop methodologies for weighting and estimation, and conduct weighting and estimation for survey areas. Provide specialist advice and evaluate the quality of surveys and censuses. Conceptualise, develop and maintain sources and methods documentation. Render technical guidance in the development of specifications, guidelines and procedures for the development of programmes and systems. Provide specialist advice to stakeholders and methodology team. Provide on-the-job training to team members.

ENQUIRIES : Ms S Twala Tel No: 012 310 8326

POST 24/77 : **CHIEF SYSTEMS DEVELOPER REF NO: 03/07/22HO**

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office: Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Systems/ IT/ Computer Science/ Computer Engineering. Training in COBIT/ITIL frameworks, Architecture Frameworks, Project Management, Object Oriented Programming, Web services and service wrapping, Relational database design and SCRUM. At least seven years working experience in a systems development and implementation of which five (5) years of experience must be at a middle management level. A thorough understanding of the SDLC process, tools and techniques applicable to software development methodology such as SCRUM and Extreme programming. High level understanding of operating systems and IT infrastructure architecture. Solid experience in application release management and version control. Proven experience of systems development in a windows, web and mobile environment. Strong demonstrable programming skills in Microsoft development frameworks and technologies such as .NET, .NET Core, ASP.Net, C# and Entity Framework. Extensive experience in web development such as HTML5, XML, JSON, SOAP and Rest web services, JavaScript technology (jQuery, angular, react.js). Experience in relational database design and database programming, stored procedures, triggers, ETL and SSIS. Extensive experience in object oriented programming. Advanced database query tuning and performance optimisation skills. Technical project management and report writing experience. Experience in development of procedures and policies. Experience in doing cost-benefit analysis. Extensive knowledge of applications and systems software development, technology trends and development, technology architecture, web infrastructure, ICT security, Project Management. Extensive knowledge of database design.

		Knowledge of applicable ICT practices and acts. Understanding of government policies. A valid driver's license. Communication, interpersonal, presentation, analytical, problem solving, leadership and project management and technical documentation skills. Ability to pay attention to detail, make high impact decisions, conduct research into database issues, standards and products as required. Ability to effectively prioritise and execute tasks in a high-pressure environment. A hardworking person who is highly self-motivated and driven, persistent, innovative, dedicated, resourceful and innovative. Ability to work under pressure in order to meet deadlines. Willingness to travel.
<u>DUTIES</u>	:	Develop and implement strategies, frameworks, policies, procedures, guidelines and standards. Conceptualise technical design solutions and provide technical advice. Develop complex test and implement reusable components and version control. Manage staff and oversee the development of solutions according to time, cost and quality requirements. Participate with vendors in the assessment of advanced ICT solutions. Monitor and maintain systems capacity and performance. Oversee systems maintenance and support.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: 012 310 8326
<u>POST 24/78</u>	:	<u>CHIEF DATABASE AND APPLICATION SERVER ADMINISTRATOR REF NO: 04/07/22HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum (Level 13), (all-inclusive remuneration package) Head Office: Pretoria A three-year tertiary qualification (NQF 7 SAQA recognised) in Information Systems/ IT/ Computer Science. DBA Certification. Training in Relational Database management and optimisation, Application Server Management and Optimisation, Project Management, Software/ Product Specific Training. At least nine years working experience in a database administration environment of which five (5) years of experience must be at a middle management level. Proven experience with SAS database administration will be an added advantage. Working technical experience with designing, building, installing, configuring and supporting database and application servers. Hands-on database tuning and troubleshooting experience. Strong working knowledge of relational database. Proven knowledge of systems development life cycle methodologies. Extensive knowledge of database security. Extensive application support experience. General knowledge of storage technologies and server security. Business process and reengineering knowledge, as well as understanding of the relationship between processes and policies. Experience with data processing flowcharting techniques. Strong understanding of database structures, theories, principles and practices. Knowledge of Technology Architecture, Web Infrastructure, IT Security, Project Management, Applications and systems software, technology trends and development, applicable data privacy practices and laws. Knowledge of MS Office Suite. A valid driver's license. Communication, interpersonal, presentation, analytical, problem solving, leadership and project management and technical documentation skills. Ability to pay attention to detail, make high impact decisions, conduct research into database issues, standards and products as required. Ability to effectively prioritise and execute tasks in a high-pressurised environment. A hardworking person who is highly self-motivated and driven, persistent, innovative, dedicated, resourceful and innovative. Ability to work under pressure in order to meet deadlines. Willingness to travel.
<u>DUTIES</u>	:	Provide leadership in policy development, interpretation of functions and strategy. Conceptualise advanced technical solutions to complicated business problems and manage the execution of research into new technology and solutions. Manage the installation, administration and optimisation of database servers and application servers and related components. Manage the design, development, implementation, monitoring, maintenance and performance of databases. Manage end-user database access control levels. Interact with stakeholders. Manage staff.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: 012 310 8326
<u>POST 24/79</u>	:	<u>DIRECTOR: STATISTICAL SUPPORT AND CORDINATION REF NO: 05/07/22GP</u>
<u>SALARY CENTRE</u>	:	R1 073 187 per annum (Level 13), (all-inclusive remuneration package) Gauteng Provincial Office, Randburg

REQUIREMENTS : A three-year tertiary qualification (NQF 7 SAQA recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography. At least six years proven experience in the statistical production process, data analysis, map reading and report writing. Training in project management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. A valid driver's license. Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills. Customer focussed, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills. Ability to handle stressful situations. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES : Assess, monitor, and meet statistical information needs of users. Undertake and oversee advocacy for Stats SA and the use of statistics in the province. Facilitate, address and implement the SANSS activities in the province. Provide information technology technical support. Coordination of district offices relating to administration. Manage and oversee programme office requirements and reporting.

ENQUIRIES : Ms S Twala Tel No: 012 310 8326

POST 24/80 : **DIRECTOR: SECURITY MANAGEMENT REF NO: 06/07/22HO**

SALARY : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office: Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF 7 SAQA recognised) in Security Management, Law or Military Science. Security Management training, Fire training, Risk Management, Project Management, Occupational Health and Safety training, VIP and Protocol training, Vetting Course by SSA/ NIA/ Defence Intelligence, Security Management course (NIA). At least six years proven experience in Security Management. Five (5) years of experience at a middle management level. Knowledge of MS Office Suite. Staff management .A valid driver's license. Good facilitation, report writing, leadership and communication skills, Strategic thinking and conflict resolution skills. Assertive and innovative thinker, team player. Ability to communicate at all levels, manage personnel and other resources. Willingness to work under pressure and long hours to meet deadlines. Willingness to travel.

DUTIES : Ensure the development of policy, processes, plans and procedures for security management. Ensure the management of security coordination and advisory and the Threat and Risk Assessment (Physical Security). Planning, execution and monitoring of the Projects Security and the provision of VIP Protection Services. Management of provincial Security Coordinators. Ensure the management of vetting and information security clearance in the department (personnel security). Liaise with internal and external stakeholders. Manage staff, budget and other resources.

ENQUIRIES Ms S Twala Tel No: 012 310 8326

OTHER POSTS

POST 24/81 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 07/07/22HO**

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Auditing, Finance or related field, CIA (Certified Internal Auditor), completed articles, CCSA (Certification in Control Self-Assessment), CFSA (Certified Financial Systems Auditor) CGAP (Certified Government Auditing Professional) or CISA (Certified Information Systems Auditor). A minimum of five (5) years' experience in Auditing, Finance, Risk Management, Corporate Governance or other related fields. A minimum of two (2) years specific experience in a specialized audit field of Performance Auditing. Knowledge of relevant Acts, Legislation and Regulations. A high level of computer skills Knowledge of government systems (BAS, PERSAL, etc). Honesty and integrity, independence and good judgement. Good presentation, interviewing, client and interpersonal relationship skills. Exceptional analytical and decision-making skills. Diversity awareness. Ability to pay attention to detail. Deadline driven and willingness to work under pressure and travel when required.

DUTIES : Manage the internal audit sub directorate. Develop strategic internal audit plans. Implement the approved Internal Audit operational plan. Participate in the coordination with other internal and external service providers of assurance

to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit environment.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/82 : **PRINCIPAL DATABASE AND APPLICATION SERVER ADMINISTRATOR REF NO: 08/07/22HO**

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in IT or related field and DBA certification. Training in Relational database management and optimization, Application server management and optimization, project management and software/product specific training is essential. At least five years working experience in database administration. Working technical experience with designing, building, installing, configuring and supporting database and application servers. Experience in database tuning, troubleshooting, data processing flowcharting techniques, server performance tuning, monitoring tools and application support. Working knowledge of relational databases, database scripts, storage technologies, server security, business process and reengineering, systems development life cycle methodologies and database security. Knowledge of technology architecture, web infrastructure, IT security, project management, database design and management, technology trends and development, applicable data privacy practices and laws. Good communication, time management, customer service orientation, interpersonal, leadership, research, project management, presentation, analytical, decision making and problem solving skills. Ability to work under pressure, on standby and long hours to meet deadlines. A hard-worker who is persistent, highly self-motivated and driven, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Ability to pay attention to detail. Willingness to travel.

DUTIES : Develop relevant policies, procedures, guidelines, standards and project plans. Conduct research into new techniques, technology and solutions. Install and ensure administration and optimization of database servers, application servers and related components. Ensure the designing, development, implementation, monitoring, maintenance and performance tune databases. Establish and maintain appropriate end user database access control levels. Interact with stakeholders. Define and perform database backups, recovery and archiving according to plans. Providing assistance, guidance, and coaching support as needed.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/83 : **PRINCIPAL SYSTEMS ANALYST REF NO: 09/07/22HO (X3 POSTS)**

SALARY : R744 255 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in IT or related field. Business analysis, problem analysis. Systems and data architecture and solutions design. Data modelling. Database design. Project management. 5 years programming experience in client/server application development including relational database design of which 3 years must be in systems analysis and design including relational database design. Systems Development Life Cycle methodology experience. Extensive knowledge in Agile software development methodologies. Experience in development of process and standards. Experience in project management. Knowledge of systems and data architecture, design artefacts, advance database design and data modelling, programming, product testing. Added advantage knowledge of the way in which organisation process work. Logical approach to problem solving, communications, commitment, dedication, reliable, innovative, self-motivated, time management, analytical, project management, presentation skills, good decision making, conflict resolution and facilitation skills. Ability to learn quickly, work independently and to work in a team. Ability to work under pressure. Willingness to work overtime and long hours to meet deadlines. Willingness to travel to attend training, presentation, and meeting as part of his or her duties.

DUTIES : Implement stakeholder strategies. Frameworks, policies, guidelines, and standards. Facilitate and analyse business requirements and produce user requirement specifications. Ensure designing of complex relational databases. Design of complex and quality integrated systems and applications. Ensure

training of users. Ensure testing of integrated applications. Facilitate Production and implementation of applications. Ensure provision of user support. Supervise staff and management Systems Project.
Ms L Dooka Tel No: 012 336 0161

ENQUIRIES

POST 24/84

PRINCIPAL SYSTEMS DEVELOPER REF NO: 10/07/22HO

SALARY

CENTRE

REQUIREMENTS

R744 255 per annum (Level 11), (all-inclusive remuneration package)
Head Office: Pretoria
A three-year tertiary qualification in IT or related field. At least five years' as an Application Developer with a focus on SAS programming and data analytics. Business intelligence and/or data management experience. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in SDLC and/or Agile Methodologies. Base SAS programming experience, including SAS macros. SAS BI tools experience. SAS Certification will be an added advantage. Knowledge of MS Office Suite. A valid driver's license. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. Ability to work under pressure and long hours to meet deadlines. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Willingness to travel.

DUTIES

Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run complex extract procedures on databases and existing applications to provide to users. Participate in design of complex high quality applications and relational database. Develop and test complex applications. Develop complex user manuals and training of users. Undertake the review and quality control of developed applications. Provide user support and technical consulting support on projects. Supervise staff.

ENQUIRIES

Ms L Dooka Tel No: 012 336 0161

POST 24/85

PRINCIPAL SYSTEMS DEVELOPER REF NO: 11/07/22HO (X2 POSTS)

SALARY

CENTRE

REQUIREMENTS

R744 255 per annum (Level 12), (all-inclusive remuneration package)
Head Office, Pretoria
A three-year tertiary qualification in IT or related field. At least five years' experience in programming. Relevant working experience with HTML5/XHTML PHP, ASP.Net, MVC, CSS3/Bootstrap, JavaScript/jQuery, Angular/AngularJS and Mobile Development. Experience working with relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL. Experience in SDLC and/or Agile Methodologies. Advanced knowledge of Object-Oriented Programming. Experience in content management systems, will be an advantage. Knowledge of Linux Administration and troubleshooting will be an advantage. Experience in mobile platform development, will be an advantage. A valid driver's license. Good communication, time management, interpersonal relations, project management, presentation, analytical, decision-making and problem solving skills. Ability to work under pressure and long hours to meet deadlines. A hard-worker who is persistent, dedicated, committed, reliable, innovative and self-motivated. Ability to work independently and in a team. Willingness to travel.

DUTIES

Participate in gathering and analysis of user requirements. Develop, maintain and run update procedures on databases from external sources. Develop, maintain and run complex extract procedures on databases and existing applications to provide to users. Participate in design of complex high quality applications and relational database. Develop and test complex applications. Develop complex user manuals and training of users. Undertake the review and quality control of developed applications. Provide user support and technical consulting support on projects. Supervise staff.

ENQUIRIES

Ms L Dooka Tel No: 012 336 0161

POST 24/86

SYSTEMS DEVELOPER REF NO: 12/07/22HO (X4 POSTS)

SALARY

CENTRE

REQUIREMENTS

R382 245 per annum (Level 09)
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.

DUTIES : 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.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/87 : **DATABASE AND APPLICATION SERVER ADMINISTRATOR REF NO: 13/07/22HO**

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office: Pretoria

REQUIREMENTS : A three-year tertiary qualification in Information Systems or Computer Science or National Diploma in Information Technology. Training in relational database management and optimization. Application server management and optimization. Software/product specific training. Three years experience in a technical position. Understanding of database structures, theories, principles and practices, working technical experience with building. Installing, configuring and supporting database and application server and hands-on dataset tuning and troubleshooting. Knowledge of relational database, server performance tuning and monitoring tools, database scripts, storage technologies, server security, systems development life methodologies. Application support. Database security, IT security, Technology trends and development, server administration database design and management and Applications and systems software. 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.

DUTIES : Administer and optimize database server, application servers and related components. Design, develop implement, monitor maintain and performance time database. Maintain appropriate end-user database access control levels. Provide technical support and resolve issues/problem. Conduct research into latest technology and trends.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/88 : **SOFTWARE QUALITY ASSURER REF NO: 14/07/22HO**

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Computer Science/Information Technology/Statistical or Mathematical Studies. Training in Practical Software Testing. Three years' programming experience in client/server/web systems development/or testing experience. Understanding and experience of Systems Development Life Cycle methodology preferably the agile software development methodologies. Detailed understanding of development language/s used. End to end product testing, integration testing and regression testing would be an advantage. Stats SA core business and survey experience would be an advantage. Report writing experience would be an advantage. Test case writing and test execution. Creation of test suites and test plans. Training in database/s required, e.g. SQL Server, Sybase, Oracle, etc. Training

in development software is an added advantage, for example .Net, mobile technologies, ASP.Net, Java scripts, HTML, Transact SQL. Knowledge of test automation techniques, Certification in Practical software testing. Knowledge of trends and developments in computer systems including mobile applications. Knowledge of Systems requirements analysis, Database design and Data modelling, Database querying. Good problem solving, interpersonal communications, time management, planning and organising, analytical, presentation and decision-making skills. Some degree of judgement, initiative and discretion is required. A hardworking, dedicated, committed, reliable, innovative, and self-motivated person. Ability to work independently and in a team. Ability to work under pressure to meet deadlines. Willingness to travel.

DUTIES : Perform quality assurance on user/business requirements. Plan and design tests. Implement and execute tests. Compile quality reports. Adhere to quality standards and procedures. Research into new quality techniques, standards, methods and technology. Perform automation of tests and develop generic tests models.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/89 : **ASSISTANT DIRECTOR: FOCAL DISABILITY REF NO: 15/07/22HO**

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification in Human Resource Management or related qualification. 3-5 years' experience in the field of Disability Management. Disability Training. Advocacy, Human Resources, Project Management, Financial Management, Strategic Planning, Monitoring and Evaluation Training. In depth knowledge of Disability Management. Knowledge of Culture and Work Ethics, Basic Management Principles, Human Resource Policies and Practices, The Constitution and all South African Labour Laws. Good interpersonal, oral and written communication, interviewing, presentation and facilitation skills. Empathy, ability to maintain confidentiality, persuasion, diplomacy, good perceptual and lateral skills, enjoy working with people, analytical skills, assertiveness, diversity management, ability to solve complex problems and for impart this skills to clients, good networking skills, negotiation skills. Work takes place in an office setting. Willingness to travel.

DUTIES : Provide advice in the recruitment and employment of People with Disability (PWD). Provide advice to ensure that the physical work environment is accessible for PWD. Develop mechanisms and interventions of educating and sensitising the organization on Disability. Ensure provision of reasonable accommodation to staff members with disabilities. Monitor the implementation of capacity building for PWD. Provide inputs in the development of Disability Management policies and procedures. Consultation with stakeholders on Disability Mainstreaming. Monitoring and evaluation of the implementation of disability management.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/90 : **PERSAL PERSONNEL OFFICER REF NO: 16/07/22HO**

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three-year tertiary qualification Human Resource Management, Human Resource Development, Financial Management, Auditing, Public Administration. HR legislation, policies and procedures is essential. Training in PERSAL Courses i.e. PERSAL Controllers course, Introduction, Personnel Administration, Salary Administration, Leave Administration and Establishment Administration. At least two to three years of working experience and exposure to Financial Management environment and PERSAL Controllers duties. Experience in Financial environment, PERSAL System control and utilization. Good communication, Computer skills, analytical skills, innovative skills, training skills and good interpersonal skills. An innovative thinker who is assertive, team orientated, adaptable to change and has diversity awareness. Ability to handle stressful situations. Able to work under pressure, creative, initiative and ability to work independently. Willingness to travel.

DUTIES : Provide inputs in the development of policies, procedures, plans, practice notes and process flow charts. Coordinate the effective utilisation of PERSAL system in the Human Resource Management. Provide access of PERSAL system to Human Resource Management and monitor legitimate users thereof.

Conduct PERSAL Audits and Inspections in Human Resource Management. Coordinate registration of Human Resource Management System Change Control (SCC), and enhancement. Provide training to Human Resource Management staff Provide training to Human Resources Management. Liaise with internal and external stakeholders. Provide Human Resource Management PERSAL work file reports to management.
Ms L Dooka Tel No: 012 336 0161

ENQUIRIES :

POST 24/91 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 17/07/22HO (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Head Office: Pretoria
: A three-year tertiary qualification in Labour Relations, Labour Law, Human Resource Management/Industrial Psychology or related. At least 2-4 years' experience in the field of labour relations. Knowledge of prescripts governing labour relations. Knowledge of MS Office Suite. A valid driver's licence. Good interpersonal, presentation, excellent analytical and good report writing skills.

DUTIES : Facilitate handling of grievances, Facilitate disciplinary hearings, conduct and facilitate LR training/workshops, Facilitate handling of appeals against the outcomes of disciplinary hearings, Deal with disputes /GPSSBC/PSCBC/CCMA and labour unrest, Represent the Department at Chamber, Compile stats for submission to the DPSA/PSC/FOSAD.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161

POST 24/92 : **PROVINCIAL SECURITY COORDINATOR (X4 POSTS)**

SALARY CENTRE : R382 245 per annum (Level 09)
: North West Provincial office Ref No: 18/07/22NW
: KwaZulu-Natal Provincial office Ref No: 19/07/22KZN
: Gauteng Provincial office Ref No: 20/07/22GP
: Limpopo Provincial office Ref No: 21/07/22LP

REQUIREMENTS : A three year tertiary qualification in Law Enforcement/ Security Management. Training in Security Management, Security Appraisals, security investigations and project management. Three year's proven working experience in security investigations and assessments. Knowledge of administration, Investigation Methodologies, Threat & Risk Assessments and Appraisals. Knowledge of MS Office Suite. A valid driver's license: good communication, writing skills, negotiation, analytical, financial and interpersonal skills An independent, reliable, diligent, decisive, cooperative and assertive worker Ability to work under pressure and long hour's Willingness to travel.

DUTIES : Coordinate, monitor and ensure compliance relating to security process. Provide and coordinate security function in the province. Provide effective occupational health and safety function in the province. Conduct investigations on security related matters. Provide effective information security function in the province. Liaise with internal and external stakeholders.

ENQUIRIES : Ms L Dooka Tel No: 012 336 0161