

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>	:	05 October 2026
<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 selected. 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. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional but 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, including SMS, shall undertake 2 pre-entry assessments. One will be a practical exercise and the other will be an Integrity (Ethical Conduct Assessment). Both technical assessments will be additional criterion to the interview process. 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 positions is the pre-entry certificate submitted prior to appointment. 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 post.

OTHER POSTS

<u>POST 34/109</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION</u> <u>REF NO: 01/09/26HO (X2 POSTS)</u> Term: 24 Months Fixed Term Contract
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Management Services/ Business Management/ Organisational Development/ Human Resources Management. Training in Job Design and evaluation, Work study measurement and method study, Structure Design and Service Delivery Model. Certificate in Job Evaluation by NSG. 3-4 years' experience in Human Resources Management/ Strategic Management/ Organisational Design environment. A hard worker who is strategic and forward thinking, influencing, interpersonal, communication, report writing, analytical thinking, complex problem solving, leadership, political and organisational alertness skills. Knowledge of organisational development and design, work study, job design and job evaluation, business process management and improvement and applicable regulatory frameworks. Knowledge on how to deal with resistance to change. Knowledge of how organisations function internally to be effective. A confident, curious and adaptable worker with the ability to prioritise work activities.

<u>DUTIES</u>	:	Develop and review organisational and functional structures. Develop and review job descriptions. Conduct job evaluation. Conduct work study investigations. Coordinate organisational functionality assessment (OFA) projects. Coordinate the development and review of service delivery model. Conduct mapping and project planning.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 34/110</u>	:	<u>ORGANISATIONAL DEVELOPMENT & JOB EVALUATION OFFICER REF NO: 02/09/26HO (X4 POSTS)</u> Term: 24 Months Fixed Term Contract
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Management Services/ Business Management/ Operational Management/ Public Management/ Strategic Management/ Organisational Development/ Human Resources Management. Training in Job Design and evaluation, Work study measurement and method study, Business Process Management and Service Delivery Model. Certificate in Job Evaluation by NSG. 1-2 years' experience in Organisational Design and job evaluation environment. Basic knowledge of applicable prescripts and public sector. Ability to pay attention to detail. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Coordinate the administration of Job Evaluation Committee (JEC), Business Process and Organisational Design meetings. Record meeting proceedings and monitor the implementation of resolutions and action items. Maintain accurate records, databases and filing systems for OD&JE documentation. Coordinate the receipt, registration, tracking and filing of Job Evaluation and Organisational Design requests. Facilitate business process review requests and activities. Facilitate work study requests and assessments. Collect and consolidate information required for organisational assessments.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161