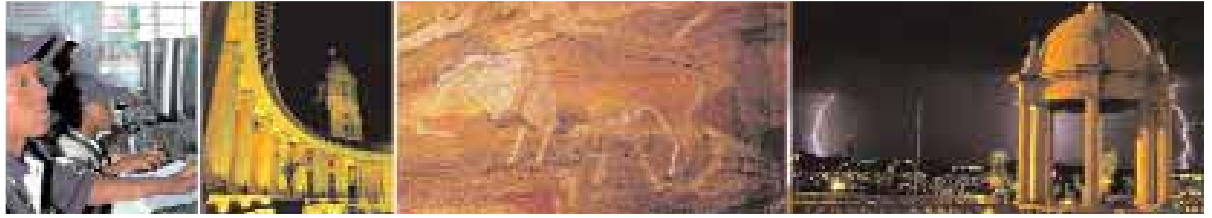




PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.1 Main services for service-delivery improvement and standards

Main services	Actual and potential customers	Standard of service	Actual achievements against standards
1. Formulating and administration of media policy.	Media.	Media policies developed and properly administered.	The Media Development and Diversity Agency (MDDA) Act, 2002 was developed and is being fully implemented. The MDDA seeks to promote media diversity in the country.
2. Media monitoring.	The Presidency, government departments and ministers.	To conduct daily media monitoring.	Daily media monitoring has been done and reports submitted to all relevant stakeholders for implementation and follow up.
3. Conducting surveys to assess impact and reach of communication (pre- and post-testing).	Government.	Surveys conducted, resulting in improved government communication.	Surveys were conducted by the Research Unit and results presented to all stakeholders.
4. Conducting public information and communication needs studies.	Public, government.	Information and communication needs studies conducted. Results incorporated into products and services provided to all stakeholders.	Public information needs and communication preference studies were done through regional offices, multi-purpose community centres (MPCCs) as well as through research conducted by our Research Unit.
5. Providing communication and information research advice.	Government.	Effectiveness of research-based initiatives (impact on government communication) established through monitoring and analysis.	11 projects successfully completed and research findings presented.
6. Providing media support services.	Parliament, Cabinet, press gallery and ministerial liaison officers (MLOs).	Provided, among other things, through the Information Resource Centre (IRC), information services to members of Parliament, the public and the diplomatic corps.	The Parliamentary Office recorded 1 828 (152/month) physical visit enquiries and 6 661 (555/month) telephone enquiries during 2005/06.
		Provided strategic and administrative support to the Presidential Press Corps, MLOs and media liaison for key events consistent with the Government's Communication Strategy.	Done.
7. Arrange fortnightly pre-Cabinet and post-Cabinet meetings.	Media.	Arranged pre-Cabinet and post-Cabinet briefings to ensure government's work is communicated to the public at large.	Done.
8. Holding Parliamentary Briefing Week and Programme of Action (POA) briefings.	Government communicators.	Arranged parliamentary media briefing weeks after the State of Nation Address.	Done. POA briefings done quarterly.
9. Assisting South African missions to develop communication capacity.	Department of Foreign Affairs.	Effective information flow through Department of Foreign Affairs and International Marketing Council (IMC) and the Communication Resource Centre.	Done on a weekly basis.



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.1 Main services for service-delivery improvement and standards

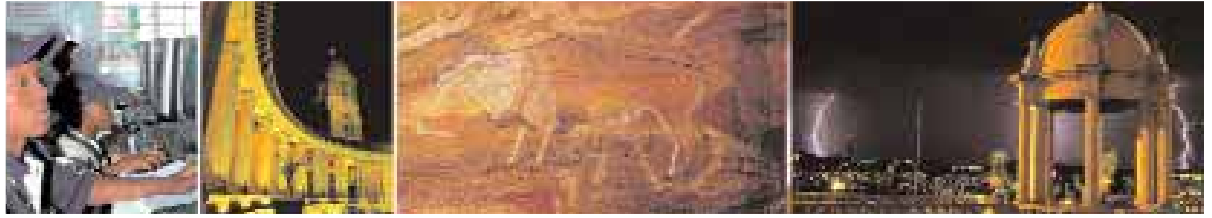
Main services	Actual and potential customers	Standard of service	Actual achievements against standards
10. Providing secretarial services, content and leadership to the Government Communicators' Forum (GCF).	Government communicators.	At least three GCF meetings.	Three meetings took place.
11. Accrediting foreign journalists.	Foreign journalists and opinion-makers.	To accredit foreign journalists and media whenever there are international events.	Done.
12. Development of media communication strategies for government campaigns.	All government departments.	Communication strategies developed and approved by the communication clusters.	Communication strategies and key messages for government campaigns were developed for all five government communication clusters and approved. Fortnightly <i>Bua Briefs</i> were also produced.
13. Developing content strategy and key messages for government information products.	Government.	Content strategy and key messages developed for government information products.	Done.
14. Developing content and key messages for products for transversal campaigns.	Government.	Content and key messages developed for transversal campaigns products.	Done.
15. Developing and managing training for government and state-owned enterprises' (SOEs) communication officers (COs).	Communicators and MLOs at national, provincial and local government, including COs at SOEs.	COs completing the training they registered for with the institutions and improving on service delivery.	Communication training plans and programmes developed, including listing of training offered by service-providers and communicated to the target audience on a quarterly basis.
16. Monitoring, evaluating and analysing print and electronic media.	The Presidency and all ministries.	Print and electronic media monitored, evaluated and analysed.	Done on a weekly basis.
17. Developing marketing, advertising and distribution strategies.	The Presidency and all ministries.	Marketing, advertising and distribution strategies developed and implemented.	Done.
18. Managing and administering bulk-buying	Government departments, The Presidency and MPCCs	Media bulk-buying properly managed and administered	Done. There are, however, areas that require improvement. These are being addressed through the transformation of the marketing, advertising and communication industry.
19. Developing a distribution network.	Government departments and MPCCs.	Distribution networks developed.	Done.
20. Managing the corporate identity (CI) of government.	Government departments and MPCCs.	CI of government properly managed.	<i>CI Manual</i> has been developed and training workshops have been taking place.



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.1 Main services for service-delivery improvement and standards

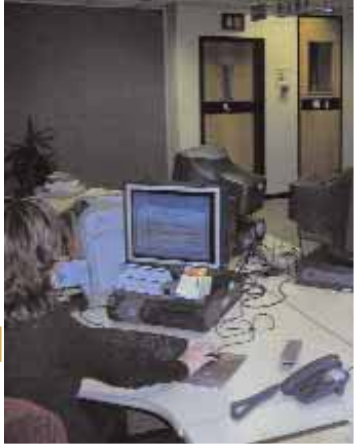
Main services	Actual and potential customers	Standard of service	Actual achievements against standards
21. Recording footage for broadcast purposes.	Government.	Footage for radio and television broadcasts produced.	46 radio advertisements produced. 38 community radio talk shows. 52 major government events were broadcast live on community radio stations 18 video products varying from adverts, documentaries and inserts produced.
22. Designing and producing publications.	Public broadcaster, MPCCs, Cabinet and The Presidency.	Government information-related publications designed and product.	Done.
23. Government Online Information (www.info.gov.za) and Government Services (www.services.gov.za) websites.	Government, public, media, South Africa businesses, international community.	Government website properly managed.	The Government Information website is updated on a daily basis. Several improvements were made to the website. Content on the Government Services website was rewritten and verified with government departments. The English content was language-edited and translated into seven additional languages.
24. Disseminating information.	Government.	Government information disseminated.	This was done through BuaNews and through a bi-monthly programme of action briefings to the media.
25. Developing products for transversal campaigns.	Public, private sector and non-governmental organisations.	Products for transversal campaigns developed.	Done.
26. Photographic assignments of transversal campaigns.	The Presidency, government departments and GCIS.	Photographs taken for transversal campaigns.	Done.



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.2 Consultation arrangements for customers

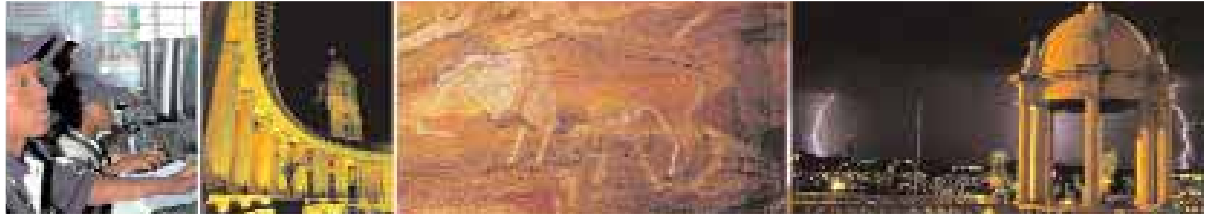
Type of arrangements	Actual and potential customers	Actual achievements
<p>1. Marketing, advertising and distribution</p> <p>The Directorate: Marketing, Advertising and Distribution markets GCIS products and services to government clients and provides the following services to the client departments:</p> <ul style="list-style-type: none"> - media bulk buying - panel of advertising, PR, events management and production agencies - distribution of information products. 	The Presidency, ministers, government departments, all government communicators, ministerial liaison officers (MLOs) and media.	Clients' needs are addressed through these consultation processes. There is also a clearer understanding of the roles and responsibilities of GCIS in enhancing the government communication system and its operations in ways that contribute to the process of further consolidating our democracy and taking the country onto a higher growth and development path.
<p>2. Cluster meetings</p> <p>Manage, convene and provide strategic direction to the communication clusters. Also help with the assessment of the communication environment.</p>	Heads of Communication (HoCs) and MLOs.	Cluster meetings were convened and strategic support provided.
<p>3. Government Communicators' Forum (GCF)</p> <p>Through National Liaison, the GCF was established to provide strategic direction for government communicators. It assists in developing communication strategies in line with the overall communication strategy. The GCF also assists communicators with the assessment of the communication environment and the communicators' communication needs. To ensure the enhanced quality of services provided, key performance areas were developed.</p>	HoCs and MLOs.	Three GCF meetings were held to assess the work of government communicators. Based on this regular interaction and frequent assessments, there is clearer evidence that the work of government communicators is improving.
<p>4. Project Desk</p> <p>The Project Desk serves as the professional delivery mechanism for meeting government's communication needs through mobilising GCIS' expertise. It is a gateway for clients to source GCIS expertise. It also serves as a single entry point for client requests.</p>	Government departments.	Meetings with clients were held before and after the completion of projects to ensure that throughout the project phase clients' needs and expectations were fully understood and met. Clients are also required to complete a questionnaire at the end of the project, providing feedback about the quality of services provided by GCIS. Exit reports for all transversal projects are compiled, indicating lessons learnt and what can be done in future to enhance the quality of output.



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.2 Consultation arrangements for customers

Type of arrangements	Actual and potential customers	Actual achievements
<p>5. Multi-purpose community centres (MPCCs)</p> <p>GCIS has embarked on a process of establishing MPCCs in 282 municipalities to provide one-stop government services. These centres are intended to assist community development and participation in government programmes. They also provide feedback to government as to the kind of information required by the public.</p>	South African public.	<p>Clients are also consulted through GCIS' nine regional offices and 86 MPCCs. This form of unmediated interaction with the public ensures first-hand feedback from the public themselves on their government information needs. This assists GCIS in tailor making products to meet the needs of the public.</p>
<p>6. Imbizo Campaign</p> <p>Feedback from the President's and other government role-players' meetings with the public and these is forwarded to the planning section of the organisation concerned.</p>	South African public.	<p>A number of Presidential izimbizo and national focus weeks where the principals meet the public were organised. Through these initiatives, the principals obtained first-hand experience of what the public requires from government. Feedback mechanisms have been developed to ensure all issues raised by the public are addressed.</p>
<p>7. Electronic Information Resources</p> <p>The unit provides advice and support to government departments and provinces regarding website publishing to contribute towards the improved professionalism of government websites.</p>	Government departments and provinces.	<p>Support was provided to government departments to ensure improved professionalism of government websites in terms of functionality and design.</p>



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.3 Service-delivery access strategy

Access strategy	Actual achievements
1. Government Online - Government Information (www.info.gov.za) and Government Services (www.services.gov.za) websites.	The intended users of the websites are South African citizens, government, business, the media and the international community. Intermediaries (such as multi-purpose community centres [MPCCs]), assist in facilitating use of the website by those unable to directly use the Internet. The Government Information website is updated on a daily basis to keep up with the latest information on government and its Programme of Action. The Government Services website is now available in seven languages.
2. Establishment of MPCCs.	The organisation has established 86 MPCCs around the country. These centres play an important role in providing government-related information and services to the public and especially those at grassroots level.
3. Establishment of information resource centres (IRCs).	A follow-up training session focusing on Bath Pele and customer service was held for all IRC secretaries in September 2005.
4. The publishing of information directories.	GCIS produces four directories on a yearly basis. They are: <ul style="list-style-type: none"> • <i>Directory of Contacts</i> • <i>Media Directory</i> • <i>Profile Directory</i> • <i>South African Government Directory.</i>
5. Government and Media Liaison.	Has successfully built up BuaNews as an effective government news agency which disseminates government news and information to community media, mainstream and international media electronically.
7. Information Centre.	The centre handles all enquiries from various clients. It distributes government-related information and provides government contact information and profiles electronically and in hard copy.



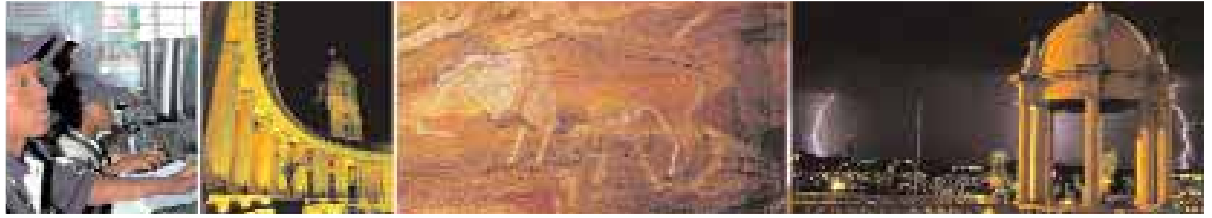
PART 4: HUMAN RESOURCE OVERSIGHT REPORT

Table 1.4 Service information tool

Access strategy	Actual achievements
1. Multi-purpose community centres (MPCCs).	GCIS has established 86 MPCCs around the country. These centres play an important role in providing government-related information to the public and especially those at grassroots level.
2. Government directories.	GCIS produces information directories, which are distributed widely to the public both electronically and in hard copy. They are: <ul style="list-style-type: none"> • <i>Directory of Contacts</i> • <i>Media Directory</i> • <i>Profile Directory</i> • <i>South African Government Directory.</i>
3. Government Communicators' Forum (GCF).	The GCF meets three times a year to discuss the communication and information needs of government communicators.
4. Government Online - Government Information (www.info.gov.za) and Government Services (www.services.gov.za) websites.	The Government Information website is updated on a daily basis to keep up with the latest information on government and its Programme of Action. It provides, among others, information on government structures and functions, contact information, speeches and media statements, government documents such as Acts and Bills, tender bulletins, links to government and other related websites. The Government Services website provides information about government services offered to citizens, organisations and businesses and foreign nationals.

Table 1.5 Complaints mechanism

Access strategy	Actual achievements
1. Government Communicators Forum (GCF).	The GCF addresses the information and communication needs of government communicators. It meets three times a year.
2. Project Desk.	The Project Desk receives feedback on projects completed on behalf of clients and these are addressed. An exit report is also compiled which addresses the lessons learnt.
3. Communication clusters.	The clusters meet on a monthly basis. Communication-related issues are addressed. This has helped in developing their communication strategies.
4. Pre-Cabinet briefings.	The chairperson assists in addressing queries raised by the different departments. These are communication-related issues.
5. Call Centre.	All queries received via the Call Centre are forwarded to the relevant sections for response and there is follow-up to ensure that they have been addressed.



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 2.1 - Personnel costs by programme

Programme	Total voted expenditure (R'000)	Compensation of employees expenditure (R'000)	Training expenditure (R'000)	Professional and special services (R'000)	Compensation of employees as percent of total expenditure	Average compensation of employees cost per employee (R'000)	Employment
P1: Administration	52,893	27,583	0	0	52,1	70	394
P2: Policy and Research	13,377	4,328	0	0	32,4	11	394
P3: Government and Media Liaison	15,291	10,285	0	0	67,3	26	394
P4: Prov and Local Liaison	33,763	22,536	0	0	66,7	58	394
P5: Communication Serv Agency	52,834	10,282	0	0	19,5	26	394
P6: Intern Market and Med Devel	76,269	0	0	0	0	0	394
Theft and losses	0	0	0	0	0	0	394
Z=Total as on financial systems (BAS)	244,427	75,014	0	0	30,7	191	394

TABLE 2.2 - Personnel costs by salary band

Salary bands	Compensation of employees cost (R'000)	Percentage of total personnel cost for department	Average compensation cost per employee (R)	Total personnel cost for department including goods and transfers (R'000)	Number of employees
Lower skilled (levels 1-2)	1,411	1,8	56,440	77,563	25
Skilled (levels 3-5)	2,189	2,8	70,613	77,563	31
Highly skilled production (levels 6-8)	24,993	32,2	136,574	77,563	183
Highly skilled supervision (levels 9-12)	27,950	36	230,992	77,563	121
Senior management (levels 13-16)	15,874	20,5	529,133	77,563	30
Contract (levels 1-2)	243	0,3	0	77,563	0
Contract (levels 9-12)	394	0,5	394,000	77,563	1
Contract (levels 13-16)	552	0,7	0	77,563	0
Periodical remuneration	1,087	1,4	5,328	77,563	204
TOTAL	74,693	96,3	125,534	77,563	595



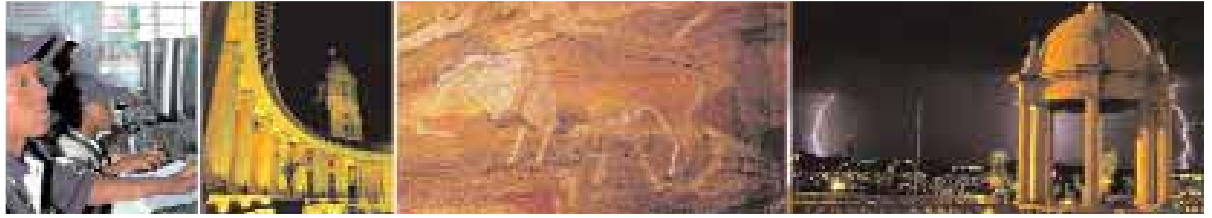
PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 2.3 - Salaries, overtime, home-owners allowance and medical aid by programme

Programme	Salaries (R'000)	Salaries as % of personnel cost	Overtime (R'000)	Overtime as % of personnel cost	HOA (R'000)	HOA as % of personnel cost	Medical ass. (R'000)	Medical sss. as % of personnel cost	Total personnel cost per programme (R'000)
D: Information Technology	2,128	68,3	0	0	14	0,4	134	4,3	3,115
Dir: News Services	1,578	65,3	133	5,5	16	0,7	87	3,6	2,418
P1: Information Centre	1,234	68,9	16	0,9	19	1,1	108	6	1,792
P1:CD: Administration	9,017	63,7	31	0,2	225	1,6	475	3,4	14,145
P2:CD: Policy and Research	3,089	68,2	8	0,2	44	1	158	3,5	4,528
P3:CD: Media Liaison	5,796	69,3	74	0,9	86	1	320	3,8	8,362
P4:CD: Prov and Local Liaison	15,687	62,2	0	0	209	0,8	1,045	4,1	25,204
P5:CD: Communication Service Agency	6,581	64,4	41	0,4	67	0,7	359	3,5	10,216
P5:SD: Support Services	555	70	0	0	13	1,6	24	3	793
SD: Electronic Information Resources	2,005	71,6	4	0,1	30	1,1	78	2,8	2,799
SD: Provisioning Administration	2,944	70,2	35	0,8	96	2,3	272	6,5	4,191
TOTAL	50,614	65,3	342	0,4	819	1,1	3,060	3,9	77,563

TABLE 2.4 - Salaries, overtime, home-owners allowance and medical aid by salary band

Salary bands	Salaries (R'000)	Salaries as % of personnel cost	Overtime (R'000)	Overtime as % of personnel cost	HOA (R'000)	HOA as % of personnel cost	Medical ass. (R'000)	Medical ass. as % of personnel cost	Total personnel cost per salary band (R'000)
Lower skilled (levels 1-2)	1,000	68,4	0	0	50	3,4	99	6,8	1,461
Skilled (levels 3-5)	1,532	68,9	14	0,6	60	2,7	186	8,4	2,222
Highly skilled production (levels 6-8)	17,839	67,5	160	0,6	302	1,1	1,198	4,5	26,439
Highly skilled supervision (levels 9-12)	20,096	69,5	167	0,6	244	0,8	1,065	3,7	28,912
Senior management (levels 13-16)	9,089	56	2	0	163	1	509	3,1	16,242
Contract (levels 1-2)	242	99,2	0	0	0	0	0	0	244
Contract (levels 9-12)	328	82,6	0	0	0	0	0	0	397
Contract (levels 13-16)	486	87,7	0	0	0	0	0	0	554
Periodic remuneration	0	0	0	0	0	0	0	0	1,091
TOTAL	50,612	65,3	343	0,4	819	1,1	3,057	3,9	77,562



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 3.1 - Employment and vacancies by programme at end of period

Programme	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
D: Information Technology, permanent	15	13	13,3	0
Dir: News Service, permanent	14	12	14,3	0
P1: Information Centre, permanent	11	9	18,2	0
P1:CD: Administration, permanent	71	61	14,1	0
P2:CD: Policy and Research, permanent	19	17	10,5	0
P3:CD: Media Liaison, permanent	47	42	10,6	0
P4:CD: Prov and Local Liaison, permanent	150	131	12,7	0
P5:CD: Communication Service Agency, permanent	42	38	9,5	0
5:SD: Support Services, permanent	5	4	20	0
P7: Government Publication, permanent	9	7	22,2	1
Sd: Electronic Information Resources, permanent	16	15	6,3	0
Sd: Provisioning Administration, permanent	46	44	4,3	0
TOTAL	445	393	11,7	1

TABLE 3.2 - Employment and vacancies by salary band at end of period

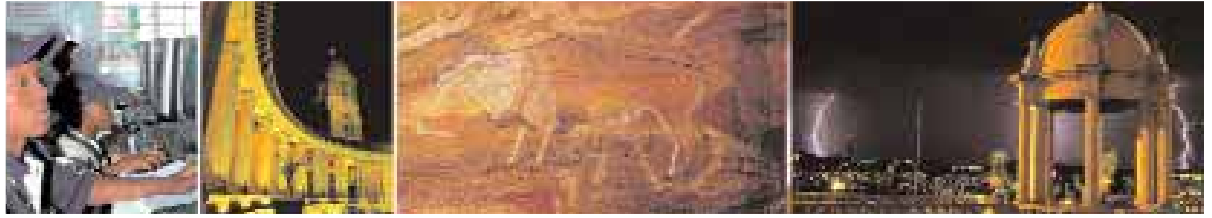
Programme	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
Lower skilled (levels 1-2), permanent	27	25	7,4	0
Skilled (levels 3-5), permanent	32	31	3,1	0
Highly skilled production (levels 6-8), permanent	218	185	15,1	0
Highly skilled supervision (levels 9-12), permanent	138	122	11,6	0
Senior management (levels 13-16), permanent	29	29	0	0
Contract (levels 9-12), permanent	1	1	0	1
TOTAL	445	393	11,7	1



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 3.3 - Employment and vacancies by critical occupation at end of period

Critical occupations	Number of posts	Number of posts filled	Vacancy rate	Number of posts filled additional to the establishment
Administrative-related, permanent	5	4	20	0
Auxiliary and related workers, permanent	1	1	0	0
Cleaners in offices, workshops, hospitals etc., permanent	16	14	12,5	0
Client inform clerks (switchb, recept, inform clerks), permanent	2	2	0	0
Communication and information-related, permanent	112	99	11,6	1
Finance and economics-related, permanent	8	7	12,5	0
Financial and related professionals, permanent	5	5	0	0
Financial clerks and credit controllers, permanent	6	6	0	0
Food services aids and waiters, permanent	2	2	0	0
Head of department/chief executive officer, permanent	1	1	0	0
Human resources and organisat developm and related prof, permanent	4	4	0	0
Human resources clerks, permanent	2	2	0	0
Human resources-related, permanent	3	3	0	0
Language practitioners interpreters and other comun, permanent	129	111	14	0
Library mail and related clerks, permanent	3	3	0	0
Light vehicle drivers, permanent	2	2	0	0
Logistical support personnel, permanent	3	3	0	0
Material-recording and transport clerks, permanent	8	8	0	0
Messengers porters and deliverers, permanent	6	6	0	0
Other administrative and related clerks and organisers, permanent	21	18	14,3	0
Other administrative policy and related officers, permanent	6	6	0	0
Other information technology personnel, permanent	12	10	16,7	0
Other occupations, permanent	10	2	80	0
Printing and related machine operators, permanent	4	3	25	0
Secretaries and other keyboard operating clerks, permanent	39	36	7,7	0
Security officers, permanent	2	2	0	0
Senior managers, permanent	28	28	0	0
Trade labourers, permanent	5	5	0	0
TOTAL	445	393	11,7	1



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 4.1 - Job evaluation

Salary band	Number of posts	Number of jobs evaluated	% of posts evaluated	Number of posts upgraded	% of upgraded posts evaluated	Number of posts downgraded	% of downgraded posts evaluated
Lower skilled (levels 1-2)	27	0	0	0	0	0	0
Contract (levels 6-8)	1	0	0	0	0	0	0
Contract (levels 9-12)	1	0	0	0	0	0	0
Skilled (levels 3-5)	32	0	0	0	0	0	0
Highly skilled production (levels 6-8)	217	1	0,5	1	100	0	0
Highly skilled supervision (levels 9-12)	138	4	2,9	4	100	0	0
Senior Management Service Band A	18	2	11,1	2	100	0	0
Senior Management Service Band B	8	0	0	0	0	0	0
Senior Management Service Band C	2	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
TOTAL	445	7	1,6	7	100	0	0

TABLE 4.2 - Profile of employees whose positions were upgraded due to their posts being upgraded

Beneficiaries	African	Asian	Coloured	White	Total
Female	1	1	0	2	4
Male	0	0	1	2	3
Total	1	1	1	4	7
Employees with a disability	0	0	0	0	0

TABLE 4.3 - Employees whose salary level exceed the grade determined by job evaluation [i.t.o PSR 1.V.C.3]

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation	No of employees in dept
None					



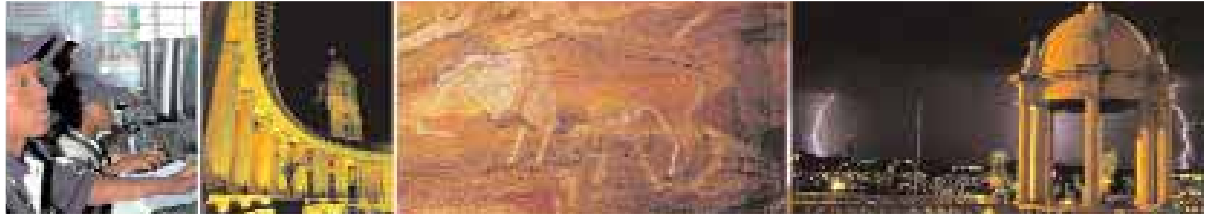
PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 4.4 - Profile of employees whose salary level exceeded the grade determined by job evaluation [i.t.o. PSR 1.V.C.3]

Beneficiaries	African	Asian	Coloured	White	Total
None					

TABLE 5.1 - Annual turnover rates by salary band

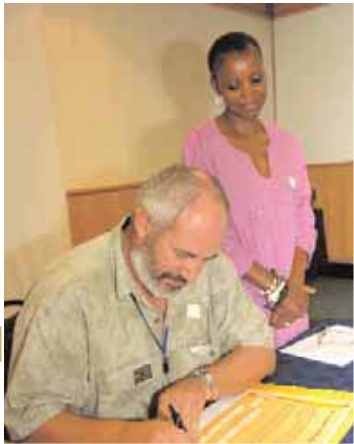
Salary band	Employment at beginning of period (April 2005)	Appointments	Terminations	Turnover rate
Lower skilled (levels 1-2), permanent	27	0	2	7,4
Skilled (levels 3-5), permanent	31	5	1	3,2
Highly skilled production (levels 6-8), permanent	187	38	26	13,9
Highly skilled supervision (levels 9-12), permanent	105	31	14	13,3
Senior Management Service Band A, permanent	17	1	0	0
Senior Management Service Band B, permanent	8	1	0	0
Senior Management Service Band C, permanent	2	0	0	0
Senior Management Service Band D, permanent	1	0	0	0
Other, permanent	10	10	10	100
Contract (levels 9-12), permanent	1	4	3	300
Contract (Band A), permanent	1	0	1	100
Contract (Band C), Permanent	0	1	1	0
TOTAL	390	91	58	14,9



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 5.2 - Annual turnover rates by critical occupation

Occupation	Employment at beginning of period (April 2005)	Appointments	Terminations	Turnover rate
Administrative-related, permanent	3	0	1	33,3
Cleaners in offices, workshops, hospitals etc., permanent	16	0	2	12,5
Client inform clerks (switchb, recept, inform clerks), permanent	1	0	0	0
Communication and information-related, permanent	85	30	15	17,6
Finance and economics-related, permanent	6	2	0	0
Financial and related professionals, permanent	7	0	0	0
Financial clerks and credit controllers, permanent	6	3	0	0
Food services aids and waiters, permanent	2	0	0	0
Head of department/chief executive officer, permanent	1	0	0	0
Human resources and organisat developm and related prof, permanent	3	1	0	0
Human resources clerks, permanent	3	0	0	0
Human resources-related, permanent	2	2	1	50
Information technology-related, permanent	1	0	0	0
Language practitioners interpreters and other comun, permanent	115	27	18	15,7
Librarians and related professionals, permanent	1	0	0	0
Library mail and related clerks, permanent	5	0	0	0
Light vehicle drivers, permanent	2	0	0	0
Logistical support personnel, permanent	1	0	0	0
Material-recording and transport clerks, permanent	11	1	0	0
Messengers, porters and deliverers, permanent	7	0	0	0
Other administrat and related clerks and organisers, permanent	19	2	2	10,5
Other administrative policy and related officers, permanent	6	1	1	16,7
Other information technology personnel, permanent	9	2	2	22,2
Other occupations, permanent	10	10	10	100
Printing and related machine operators, permanent	4	0	1	25
Secretaries and other keyboard operating clerks, permanent	33	7	3	9,1
Security officers, permanent	2	0	0	0
Senior managers, permanent	23	3	2	8,7
Trade labourers, permanent	6	0	0	0
TOTAL	390	91	58	14,9



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 5.3 - Reasons why staff are leaving the department

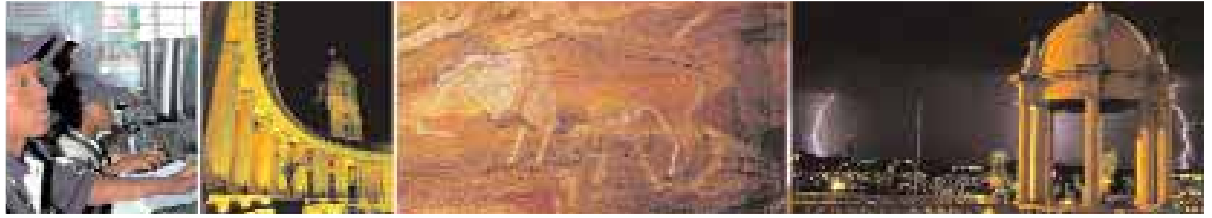
Termination Type	Number	Percentage of total resignations	Percentage of total employment	Total	Total employment
Death, permanent	1	1,7	0,3	58	390
Resignation, permanent	37	63,8	9,5	58	390
Expiry of contract, permanent	13	22,4	3,3	58	390
Discharged due to ill health, permanent	1	1,7	0,3	58	390
Dismissal – misconduct, permanent	2	3,4	0,5	58	390
Retirement, permanent	2	3,4	0,5	58	390
Other, permanent	2	3,4	0,5	58	390
TOTAL	58	100	14,9	58	390

Resignations as % of employment

14,9

TABLE 5.4 - Promotions by critical occupation (continues on the next page)

Occupation	Employment at beginning of period (April 2005)	Promotions to another salary level	Salary level promotions as a % of employment	Progressions to another notch within salary level	Notch progressions as a % of employment
Administrative-related	3	1	33,3	2	66,7
Cleaners in offices, workshops, hospitals etc.	16	0	0	14	87,5
Client inform clerks (switchb, recept, inform clerks)	1	0	0	0	0
Communication and information-related	85	26	30,6	53	62,4
Finance and economics-related	6	3	50	2	33,3
Financial and related professionals	7	3	42,9	6	85,7
Financial clerks and credit controllers	6	0	0	4	66,7
Food services aids and waiters	2	0	0	2	100
Head of department/chief executive officer	1	0	0	0	0
Human resources and organisat developm and related prof	3	0	0	0	0
Human resources clerks	3	0	0	3	100
Human resources-related	2	0	0	2	100
Information technology-related	1	1	100	0	0
Language practitioners, interpreters and other commun	115	7	6,1	59	51,3
Librarians and related professionals	1	0	0	1	100



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 5.4 - Promotions by critical occupation (continues)

Occupation	Employment at beginning of period (April 2005)	Promotions to another salary level	Salary level promotions as a % of employment	Progressions to another notch within salary level	Notch progressions as a % of employment
Library mail and related clerks	5	0	0	5	100
Light vehicle drivers	2	0	0	1	50
Logistical support personnel	1	2	200	0	0
Material-recording and transport clerks	11	0	0	7	63,3
Messengers porters and deliverers	7	0	0	4	57,1
Other administrat and related clerks and organisers	19	2	10,5	12	63,2
Other administrative policy and related officers	6	2	33,3	5	83,3
Other information technology personnel	9	3	33,3	3	33,3
Other occupations	10	0	0	0	0
Printing and related machine operators	4	0	0	3	75
Secretaries and other keyboard operating clerks	33	1	3	21	63,6
Security officers	2	0	0	1	50
Senior managers	23	2	8,7	11	47,8
Trade labourers	6	0	0	5	83,3
TOTAL	390	53	13,6	226	57,9

TABLE 5.5 - Promotions by salary band

Salary band	Employment at beginning of period (April 2005)	Promotions to another salary level	Salary level promotions as a % of employment	Progressions to another notch within salary level	Notch progressions as a % of employment
Lower skilled (levels 1-2), permanent	27	0	0	26	96,3
Skilled (levels 3-5), permanent	31	1	3,2	29	93,5
Highly skilled production (levels 6-8), permanent	186	16	8,6	113	60,8
Highly skilled supervision (levels 9-12), permanent	105	30	28,6	45	42,9
Senior management (levels 13-16), permanent	28	6	21,4	12	42,9
Contract (levels 1-2), permanent	10	0	0	0	0
Contract (levels 9-12), permanent	1	0	0	1	100
Contract (levels 13-16), permanent	2	0	0	0	0
TOTAL	390	53	13,6	226	57,9

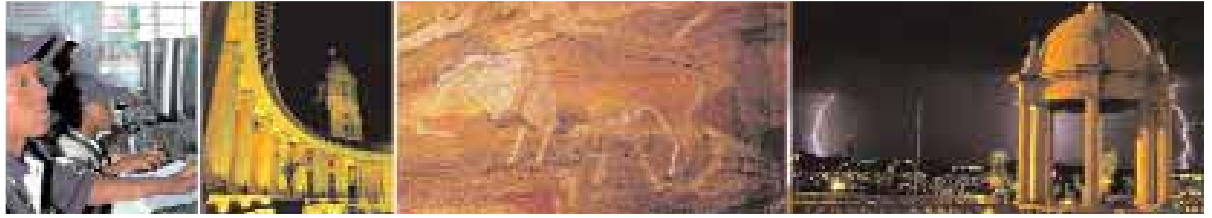


PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 6.1 - Total number of employees (incl. employees with disabilities) per occupational category (SASCO)

Programme	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Legislators, senior officials and managers, Permanent	6	2	3	11	2	6	1	2	9	2	24
Professionals, permanent	105	18	1	124	15	87	5	3	95	21	255
Clerks, permanent	12	3	0	15	1	39	4	1	44	14	74
Service and sales workers, permanent	2	0	0	2	0	0	0	0	0	0	2
Plant and machine operators and assemblers, permanent	5	0	0	5	0	0	0	0	0	0	5
Elementary occupations, permanent	14	0	0	14	0	16	1	0	17	0	31
Other, permanent	1	0	0	1	0	0	0	0	0	0	1
TOTAL	145	23	4	172	18	148	11	6	165	37	392

Programme	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Employees with disabilities	4	2	0	6	1	3	0	0	3	1	11



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 6.2 - Total number of employees (incl. employees with disabilities) per occupational bands

Occupational categories	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Top management, permanent	1	0	1	2	1	0	1	0	1	0	4
Senior management, permanent	7	4	2	13	2	6	0	2	8	3	26
Professionally qualified and experienced specialists and mid-management, permanent	46	6	1	53	12	38	0	2	40	16	121
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	62	13	0	75	2	79	7	2	88	18	183
Semi-skilled and discretionary decision-making, permanent	17	0	0	17	0	11	2	0	13	0	30
Unskilled and defined decision-making, permanent	11	0	0	11	0	13	1	0	14	0	25
Not available, permanent	1	0	0	1	0	1	0	0	1	0	2
Contract (professionally qualified), permanent	0	0	0	0	0	0	0	0	0	0	1
TOTAL	145	23	4	172	18	148	11	6	165	37	392

TABLE 6.3 - Recruitment

Occupational categories	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Senior management, permanent	0	1	0	1	0	0	0	1	1	0	2
Professionally qualified and experienced specialists and mid-management, permanent	13	1	1	15	1	11	0	0	11	4	31
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	20	0	0	20	0	17	1	0	18	0	38
Semi-skilled and discretionary decision-making, permanent	3	0	0	3	0	2	0	0	2	0	5
Contract (top management), permanent	0	0	1	1	0	0	0	0	0	0	1
Contract (professionally qualified), permanent	2	0	0	2	1	0	0	0	0	1	4
Contract (unskilled), permanent	6	0	0	6	0	4	0	0	4	0	10
TOTAL	44	2	2	48	2	34	1	1	36	5	91

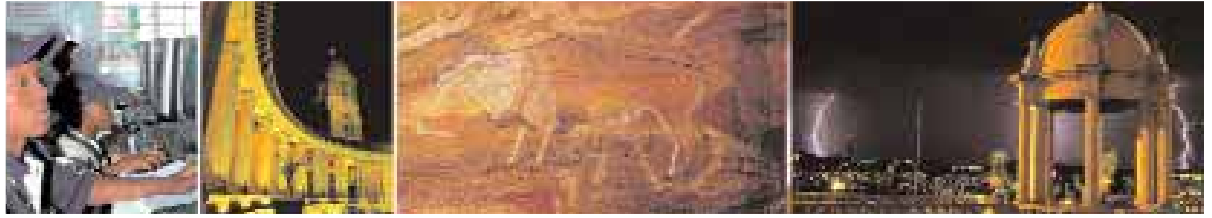


PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 6.4 - Promotions

Occupational bands	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Top management, permanent	0	0	1	1	0	0	0	0	0	0	1
Senior management, permanent	5	3	2	10	2	3	0	0	3	2	17
Professionally qualified and experienced specialists and mid-management, permanent	30	4	0	34	10	19	0	2	21	10	75
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	37	8	0	45	1	59	5	0	64	19	129
Semi-skilled and discretionary decision-making, permanent	12	0	0	12	1	15	2	0	17	0	30
Unskilled and defined decision-making, permanent	10	0	0	10	0	16	0	0	16	0	26
Contract (professionally qualified), permanent	0	0	0	0	1	0	0	0	0	0	1
TOTAL	94	15	3	112	15	112	7	2	121	31	279

Occupational bands	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Employees with disabilities	2	1	0	3	2	1	0	0	1	1	7



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 6.5 - Terminations

Occupational bands	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Professionally qualified and experienced specialists and mid-management, permanent	4	1	0	5	1	6	0	1	7	2	15
Skilled technical and academically qualified workers, junior management, supervisors, foremen, permanent	10	0	0	10	2	11	1	0	12	2	26
Semi-skilled and discretionary decision-making, permanent	1	0	0	1	0	0	0	0	0	0	1
Unskilled and defined decision-making, permanent	0	0	0	0	0	2	0	0	2	0	2
Not available, permanent	6	0	0	6	0	4	0	0	4	0	10
Contract, skilled, permanent	2	0	0	2	0	0	0	0	0	0	2
Contract (top management), permanent	0	0	1	1	0	0	0	0	0	0	1
Contract (senior management), permanent	0	0	1	1	0	0	0	0	0	0	1
TOTAL	23	1	2	26	3	23	1	1	25	4	58

Occupational bands	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Employees with disabilities	1	0	0	1	1	0	0	0	0	0	2



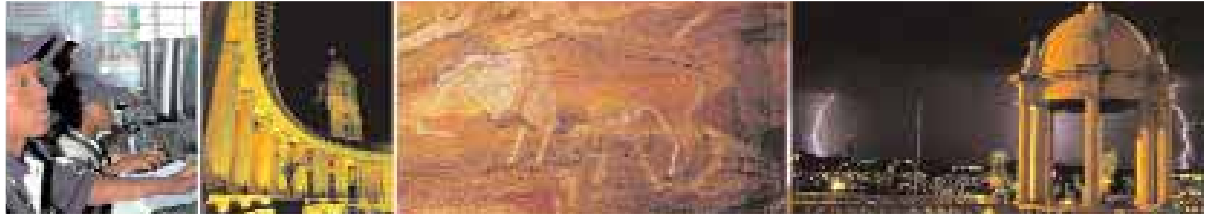
PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 6.6 - Disciplinary action

Disciplinary action	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total	Not Available
TOTAL	1	0	0	0	1	0	0	0	0	0	2	0

TABLE 6.7 - Skills development

Occupational categories	Male African	Male coloured	Male Indian	Male total blacks	Male white	Female African	Female coloured	Female Indian	Female total blacks	Female white	Total
Legislators, senior officials and managers	3	2	1	6	0	5	1	0	6	2	14
Professionals	33	2	0	35	6	28	0	1	70	14	84
Technicians and associate professionals	44	4	0	48	1	54	5	0	59	12	0
Clerks III	9	0	0	9	0	12	1	0	13	0	120
Clerks I and II	15	0	0	15	7	0	0	0	7	0	22
Service and sales workers	0	0	0	0	0	0	0	0	0	0	22
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL	104	8	1	113	14	99	7	1	155	28	262
Employees with disabilities	0	0	0	0	0	0	0	0	0	0	0



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 7.1 - Performance rewards by race, gender and disability

	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
African, female	48	145	33,1	567	11,821
African, male	38	141	27	748	19,674
Asian, female	2	6	33,3	59	29,379
Asian, male	3	4	75	73	24,248
Coloured, female	6	11	54,5	95	15,784
Coloured, male	10	21	47,6	183	18,288
Total blacks, female	56	162	34,6	721	12,873
Total blacks, male	51	166	30,7	1,003	19,671
White, female	26	36	72,2	472	18,150
White, male	9	17	52,9	234	25,998
Employees with a disability	5	11	45,5	65	13,020
TOTAL	147	392	37,5	2,495	16,973

TABLE 7.2 - Performance rewards by salary band for personnel below Senior Management Service

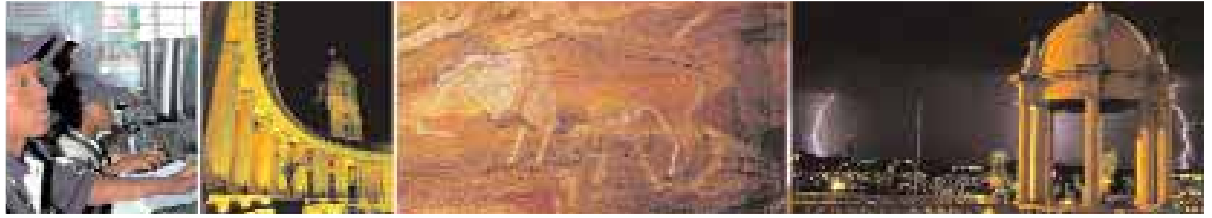
Salary band	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
Lower skilled (levels 1-2)	8	25	32	39	4,875
Skilled (levels 3-5)	11	31	35,5	67	6,091
Highly skilled production (levels 6-8)	58	183	31,7	658	11,345
Highly skilled supervision (levels 9-12)	49	121	40,5	1,030	21,020
Other	0	1	0	0	0
Contract (levels 9-12)	0	1	0	0	0
TOTAL	126	362	34,8	1,794	14,238



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 7.3 - Performance rewards by critical occupation

Critical occupations	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)
Administrative-related	2	4	50	45	22,500
Cleaners in offices, workshops, hospitals etc.	6	14	42,9	29	4,833
Client inform clerks (switchb, recept, inform clerks)	0	1	0	0	0
Communication and information-related	45	96	46,9	942	20,933
Computer programmers	0	1	0	0	0
Finance and economics-related	2	8	25	57	28,500
Financial and related professionals	4	7	57,1	52	13,000
Financial clerks and credit controllers	3	5	60	33	11,000
Food services aids and waiters	0	2	0	0	0
Head of department/chief executive officer	1	1	100	134	134,000
Human resources and organisat developm and related prof	0	4	0	0	0
Human resources clerks	3	3	100	31	10,333
Human resources-related	2	3	66,7	44	22,000
Information technology-related	1	1	100	36	36,000
Language practitioners interpreters and other commun	24	113	21,2	311	12,958
Librarians and related professionals	1	1	100	14	14,000
Library mail and related clerks	3	5	60	23	7,667
Light vehicle drivers	1	2	50	8	8,000
Logistical support personnel	2	2	100	20	10,000
Material-recording and transport clerks	3	10	30	30	10,000
Messengers, porters and deliverers	3	7	42,9	16	5,333
Other administrat and related clerks and organisers	9	18	50	75	8,333
Other administrative policy and related officers	3	6	50	40	13,333
Other information technology personnel	1	9	11,1	35	35,000
Other occupations	0	2	0	0	0
Printing and related machine operators	2	3	66,7	11	5,500
Rank: unknown	0	1	0	0	0
Secretaries and other keyboard operating clerks	12	32	37,5	125	10,417
Security officers	0	2	0	0	0
Senior managers	13	23	56,5	376	28,923
Trade labourers	1	6	16,7	9	9,000
TOTAL	147	392	37,5	2,496	16,980



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 7.4 - Performance-related rewards (cash bonus) by salary band for Senior Management Service (SMS)

SMS band	Number of beneficiaries	Total employment	Percentage of total employment	Cost (R'000)	Average cost per beneficiary (R)	% of SMS wage bill	Personnel Cost SMS (R'000)
Band A	11	18	61,1	281	2,555	3,1	9,073
Band B	7	8	87,5	166	2,767	3,9	4,268
Band C	2	2	100	119	3,967	5,4	2,207
Band D	1	1	100	134	13,400	10,7	1,247
TOTAL	21	29	70	700	3333.3	4,2	16,795

TABLE 8.1 - Foreign workers by salary band

Salary band	Employment at beginning period	Percentage of total	Employment at end of period	Percentage of total	Change in employment	Percentage of total	Total employment at beginning of period	Total employment at end of period	Total change in employment
Lower skilled (levels 1-2)	1	33,3	1	50	0	0	3	2	-1
Highly skilled production (levels 6-8)	1	33,3	1	50	0	0	3	2	-1
Highly skilled supervision (levels 9-12)	1	33,3	0	0	-1	100	3	2	-1
TOTAL	3	33.3	2	100	-1	100	3	2	-1

TABLE 8.2 - Foreign workers by major occupation

Major occupation	Employment at beginning period	Percentage of total	Employment at end of period	Percentage of total	Change in employment	Percentage of total	Total employment at beginning of Period	Total employment at end of period	Total change in employment
Administrative office workers	1	33,3	1	50	0	0	3	2	-1
Elementary occupations	1	33,3	1	50	0	0	3	2	-1
Professionals and managers	1	33,3	0	0	-1	100	3	2	-1
TOTAL	3	100	2	100	-1	100	3	2	-1



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 9.1 - Sick leave for Jan 2005 to Dec 2005

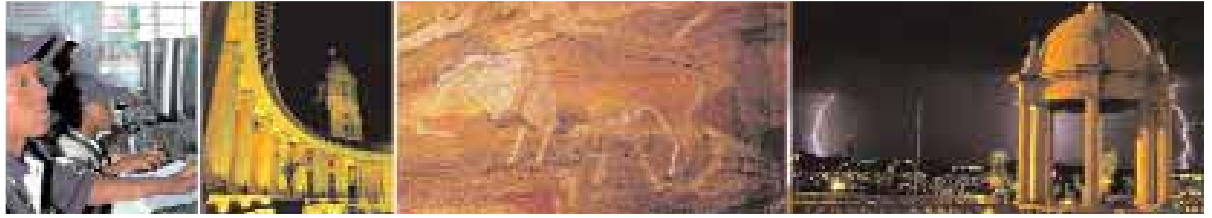
Salary band	Total days	% Days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated cost (R'000)	Total number of employees using sick leave	Total number of days with medical certification
Lower skilled (levels 1-2)	141	83	20	7,1	7	21	283	117
Skilled (levels 3-5)	167	87,4	26	9,2	6	33	283	146
Highly skilled production (levels 6-8)	849	77,5	130	45,9	7	307	283	658
Highly skilled supervision (levels 9-12)	531,5	77,7	88	31,1	6	358	283	413
Senior management (levels 13-16)	88	79,5	18	6,4	5	150	283	70
Contract (levels 13-16)	3	0	1	0,4	3	5	283	0
TOTAL	1,779.5	78,9	283	100	6	874	283	1 404

TABLE 9.2 - Disability leave (temporary and permanent) for Jan 2005 to Dec 2005

Salary band	Total days	% Days with medical certification	Number of employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated cost (R'000)	Total number of employees using sick leave	Total number of days with medical certification
Skilled (levels 3-5)	8	100	1	20	8	2	8	5
Highly skilled production (levels 6-8)	12	100	2	40	6	5	12	5
Highly skilled supervision (levels 9-12)	24	100	2	40	12	16	24	5
TOTAL	44	100	5	100	9	23	44	5

TABLE 9.3 - Annual leave for Jan 2005 to Dec 2005

Salary band	Total days taken	Average days per employee	Number of employees using sick leave
Lower skilled (levels 1-2)	622	24	26
Skilled (levels 3-5)	626	20	32
Highly skilled production (levels 6-8)	3,629.68	18	198
Highly skilled supervision (levels 9-12)	2,395.84	17	143
Senior management (levels 13-16)	640	21	31
Contract (levels 9-12)	14	7	2
Contract (levels 13-16)	10	10	1
TOTAL	7,937.52	18	433



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 9.4 - Capped leave for Jan 2005 to Dec 2005

	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2005	Number of employees who took capped leave	Total number of capped leave available at 31 December 2005	Number of employees as at 31 December 2005
Lower skilled (levels 1-2)	20	5	46	4	1,150	25
Highly skilled production (levels 6-8)	43	3	29	13	2,337	82
Highly skilled supervision (levels 9-12)	19	3	33	7	1,928	58
Senior management (levels 13-16)	21	5	43	4	897	21
TOTAL	103	4	34	28	6,312	186

TABLE 9.5 - Leave payouts

Reason	Total amount (R'000)	Number of employees	Average payment per employee (R)
Capped leave payouts on termination of service for 2005/06	100	22	4,545
Current leave payout on termination of service for 2005/06	76	23	3,304
TOTAL	176	45	3,911

TABLE 10.1 - Steps taken to reduce the risk of occupational exposure

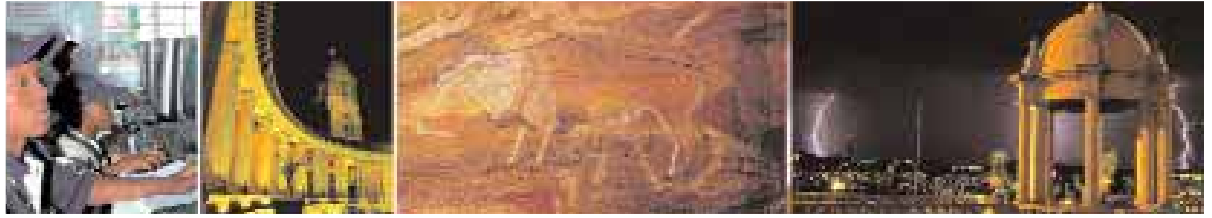
Units/categories of employees identified to be at high risk of contracting HIV and related diseases (if any)	Key steps taken to reduce the risk
NA	NA



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 10.2 - Details of health promotion and HIV/AIDS programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	✓		Leah Madalane: Director: Training Services.
2. Does the department have a dedicated unit or have you designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	✓		One person. Employee Health and Wellness Programme (EWHP) Co-ordinator: Sylvia Maponyane. R90 000 has been allocated for EWHP during the reporting period.
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programme.	✓		Crisis intervention, assessment and referral, training of staff on EHWP related issues, and the following programmes: health screening, health wellness, health education and programme promotion / marketing.
4. Has the department established a committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	✓		Sylvia Maponyane, Segametsi Molawa: CS, Lusani Netshitomboni: G&ML, Badu Pule: P&LL, Monde Duma: P&R, Frik Nieman: Finance, Este Koorts: CSA, Watson Kamanga: PSA and Elmond Jiyane: Nehawu.
5. Has the department reviewed the employment policies and practices of your department to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		HIV and AIDS Policy, EHWP Policy, Occupational Health and Safety Policy
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	✓		The policies mentioned above, among others, protect those perceived to be HIV-positive from discrimination.



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 10.2 - Details of health promotion and HIV/AIDS programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
7. Does the department encourage its employees to undergo voluntary counselling and testing (VCT)? If so, list the results that you have achieved.	✓		The organisation through the EHWP provides two VCT services. During the reporting year, 52 employees were screened for HIV as part of the VCT programme. All those who were screened tested negative. Those who did not volunteer to test are still being encouraged to make use of the programme.
8. Has the department developed measures/indicators to monitor and evaluate the impact of your health promotion programme? If so, list these measures/indicators		✓	No special indicators were developed. Number of condoms distributed in a fiscal year, number of employees trained, level of HIV and AIDS awareness among employees, use of disability leave provisions, number of ill-health retirements were used to give an indication on the impact of the programme.

TABLE 11.1 - Collective agreements

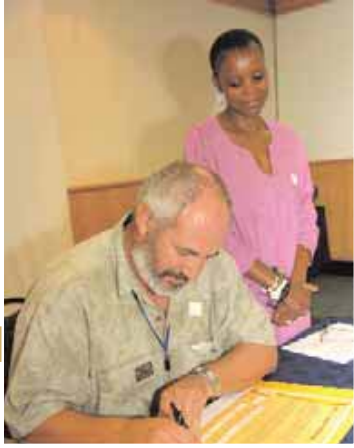
Subject matter	Date
None	

TABLE 11.2 - Misconduct and discipline hearings finalised

Outcomes of disciplinary hearings	Number	Percentage of total	Total
TOTAL	2	100	2

TABLE 11.3 - Types of misconduct addressed and disciplinary hearings

Type of misconduct	Number	% of total
Abscondment	2	100
TOTAL	2	



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 11.4 - Grievances lodged

Number of grievances addressed	Number	% of total
None		

TABLE 11.5 - Disputes lodged

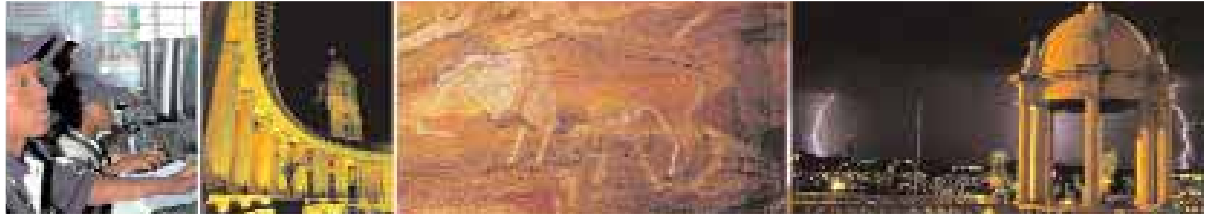
Number of disputes addressed	Number	% of total
Dismissed	1	100
TOTAL	1	

TABLE 11.6 - Strike actions

Strike actions	
Total number of person working days lost	0
Total cost (R'000) of working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

TABLE 11.7 - Precautionary suspensions

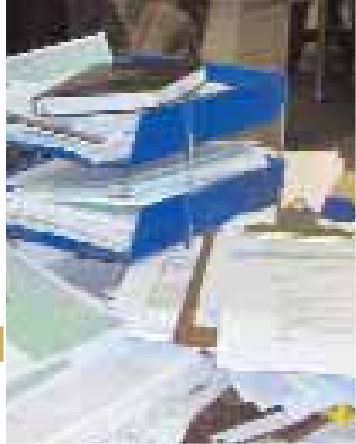
Strike actions	
Number of people suspended	0
Number of people whose suspension exceeded 30 days	0
Average number of days suspended	0
Cost (R'000) of suspensions	0



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 12.1 - Training needs identified

Occupational categories	Gender	Employment	Learnerships	Skills programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	5	0	5
	Male	0	0	0	0	6
Professionals	Female	0	0	9	0	9
	Male	0	0	20	0	20
Technicians and associate professionals	Female	0	0	0	0	0
	Male	0	0	0	0	0
Clerks	Female	0	0	29	0	29
	Male	0	0	33	0	33
Service and sales workers	Female	0	4	6	0	10
	Male	0	6	2	0	8
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Gender subtotals	Female	0	4	49	0	53
	Male	0	6	61	0	67
TOTAL		0	10	110	0	120



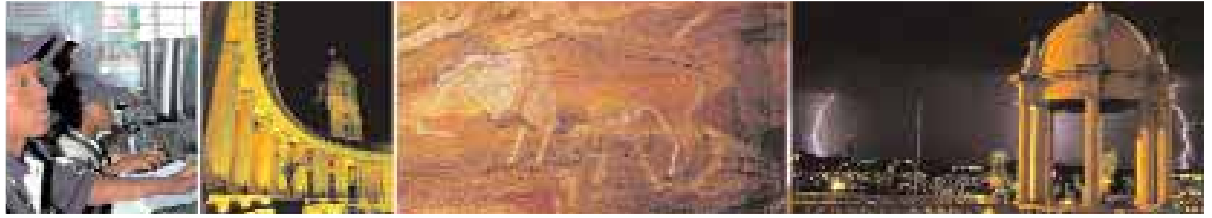
PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 12.2 - Training needs identified

Occupational categories	Gender	Employment	Learnerships	Skills programmes and other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	0	0	18	0	18
	Male	0	0	4	0	4
Professionals	Female	0	0	37	0	37
	Male	0	0	20	0	20
Technicians and associate professionals	Female	0	0	60	0	60
	Male	0	0	31	0	31
Clerks	Female	0	0	7	0	7
	Male	0	0	6	0	6
Service and sales workers	Female	0	4	12	0	16
	Male	0	6	6	0	12
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Elementary occupations	Female	0	0	0	0	0
	Male	0	0	0	0	0
Gender subtotals	Female	0	4	134	0	138
	Male	0	6	67	0	73
TOTAL		0	10	201	0	211

TABLE 13.1 - Injury on duty

Nature of injury on duty	Number	% of total
Required basic medical attention only	0	0
Temporary total disablement	0	0
Permanent disablement	0	0
Fatal	0	0
TOTAL	0	



PART 4: HUMAN RESOURCE OVERSIGHT REPORT

TABLE 14.1 - Report on consultant appointments using appropriated funds

Project title	Total number of consultants who worked on the project	Duration: work days	Contract value in rand
National Qualitative Research: To Assess The Communication Environment, Awareness and Public Perception on Government's Long-Term Programmes and Communication Initiatives	1	11 months	R819,888.00
Assessment of the Communication Environment, Awareness and Public Perceptions of the Department of Correctional Services	1	2 months	R300,000.00
Impact Assessment on the <i>Bua Magazine</i> and <i>Government Communicators' handbook</i>	1	2 months	R130,000.00
Assessing the Impact And People's Perceptions of The Presidential Imbizo Held In the Northern Cape – March 2006	1	1 months	R138,238.00
Assessing the Communication Environment and the Communication/Information Needs of the South African Public	1	2 years	R6,959,928.00
National Qualitative Research: To Assess the Communication Environment, Awareness and Public Perceptions on Government's Long-Term Programmes and Communication Initiatives	1	1 year	R817,423.00
Total number of projects	6	Total individual consultants	Total duration: work days
		6	Total contract value in rand
			R9 165 477.00

TABLE 14.2 - Analysis of consultant appointments using appropriated funds, i.t.o. HDIs

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
National Qualitative Research: To Assess the Communication Environment, Awareness and Public Perception on Government's Long-Term Programmes and Communication Initiatives	95	n/p	n/p
Assessment of the Communication Environment, Awareness and Public Perceptions of the Department of Correctional Services	95	n/p	n/p
Impact Assessment on the <i>Bua Magazine</i> and <i>Government Communicators' Handbook</i>	100	n/p	n/p
Assessing the Impact and People's Perceptions of the Presidential Imbizo Held In the Northern Cape – March 2006	28	n/p	n/p
Assessing the Communication Environment and the Communication/Information Needs of the South African Public	Nil	n/p	n/p
National Qualitative Research: To Assess the Communication Environment, Awareness and Public Perceptions on Government's Long-Term Programmes and Communication Initiatives	100	n/p	n/p

n/p = information not provided



“

GCIS is primarily responsible for setting up and consolidating a government communication system that ensures that the public is informed about government's

policies, plans and programmes.”
