

3. EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts on the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment. This information is presented in terms of three key variables:- programme (Table 3.1), salary band (Table 3.2) and critical occupations (Table 3.3). The Department has identified critical occupations that need to be monitored. Table 3.3 provides establishment and vacancy information for the critical occupations of the department.

The vacancy rate reflects the percentage of posts that are not filled.

TABLE 3.1 – Employment and vacancies by programme, 31 March 2010

Programme	Number of posts as at 31 March 2010	Number of posts filled 31 March 2010	Vacancy Rate %	Number of posts filled additional to the establishment
Programme 1	1063	810	23.8	
Programme 2	1353	1136	16	0
Programme 3	358	284	20.7	0
Additional to Establishment	0	111	0	111
Total	2774	2341	15.6	111

TABLE 3.2 – Employment and vacancies by salary bands, 31 March 2010

Salary band	Number of posts as at 31 March 2010	Number of posts filled 31 March 2010	Vacancy Rate %	Number of posts filled additional to the establishment
Lower skilled (Levels 1-2)	83	63	24.1	0
Skilled (Levels 3-5)	386	327	15.3	4
Highly skilled production (Levels 6-8)	723	618	14.5	81
Highly skilled supervision (Levels 9-12)	1298	1087	16.3	20
Senior management (Levels 13-16)	281	243	13.5	6
Political Office Bearers	3	3	0	0
Total	2774	2341	15.6	111

TABLE 3.3 – Employment and vacancies by critical occupations as at 31 March 2010

Critical occupations	Number of posts as at 31 March 2010	Number of posts filled 31 March 2010	Vacancy Rate %	Number of posts filled additional to the establishment
Heads of Missions	124	112	9.7	0
Diplomatic Corps	639	561	12.2	0
Senior Management	156	120	23.1	0
Total	919	793	13.7	0

4. JOB EVALUATION

The Public Service Regulations, 2001 (as amended) introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, the executing authority may evaluate or re-evaluate any job in his or her organisation.

The following table (Table 4.1) summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

TABLE 4.1 – Job Evaluation, 1 April 2009 to 31 March 2010

Salary band	Number of posts as at 31 March 2010	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower skilled (Levels 1-2)	83	0	0	0	0	0	0
Skilled (Levels 3-5)	386	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	723	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	1298	7	0.5	523	40.3	0	0
Senior Management Service Band A	211	0	0	0	0	0	0
Senior Management Service Band B	55	0	0	0	0	0	0
Senior Management Service Band C	14	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Total	2771	7	0.3	523	18.9	0	0

The following table provides a summary of the number of employees whose salary positions were upgraded due to their posts being upgraded. The number of employees may differ from the number of posts upgraded since not all employees are automatically absorbed into the new posts and some of the posts upgraded could also be vacant.

The 2771 number of posts dose not include the three Political Office Bearers.

TABLE 4.2 – Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2009 to 31 March 2010

Beneficiaries	African	Indian	Coloured	White	Total
Female	92	21	5	48	166
Male	151	15	9	65	240
Total	243	36	14	113	406

The following table summarises the number of cases where remuneration levels exceeded the grade determined by job evaluation. Reasons for the deviation are provided in each case.

TABLE 4.3 – Employees whose salary levels exceed the grade determined by job evaluation, 1 April 2009 to 31 March 2010 (in terms of PSR 1.V.C.3)

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation if any
N/A	None	N/A	N/A	N/A
Total Number of Employees whose salaries exceeded the level determined by job evaluation in 2009/ 10				0
Percentage of total employment				0

5. EMPLOYMENT CHANGES

This section provides information on changes in employment over the financial year. Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band (Table 5.1) and by critical occupations (Table 5.2).

TABLE 5.1 – Annual turnover rates by salary band for the period 1 April 2009 to 31 March 2010

Salary Band	Number of employees as at 1 April 2009	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Lower skilled (Levels 1-2)	72	10	11	15.3
Skilled (Levels 3-5)	348	50	60	17.2
Highly skilled production (Levels 6-8)	658	68	59	9
Highly skilled supervision (Levels 9-12)	1022	44	55	5.4
Senior Management Service (Levels 13-16)	250	11	30	12
Political Office Bearers	3	2	2	66.7
Total	2353	185	217	9.2

TABLE 5.2 – Annual turnover rates by critical occupation for the period 1 April 2009 to 31 March 2010

Occupation:	Number of employees as at 1 April 2009	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Heads of Mission	113	13	14	12.4
Diplomatic Corps	533	0	7	1.3
Senior Management	124	11	16	12.9
Total	770	24	37	4.8

This section provides information on Employee Initiated Severance Packages, per salary band as stipulated by the Public service Regulations, 2001, Chapter 1, Part III J.4 (Tab 5.3)

TABLE 5.3 – Granting Employee Initiated Severance Packages by Salary Band for the period 1 April 2009 to 31 March 2010

Salary Band	Number of Applications received	Number of applications referred to the MPSA	Number of applications supported by MPSA	Number of packages approved by Department
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0
Senior Management Service (Levels 13-16)	0	0	0	0
Total	0	0	0	0

Table 5.4 – Identifies the major reasons for staff members leaving the department

Termination Type	Number	% of total
Death	11	5.1
Resignation	32	14.7
Expiry of contract	108	49.8
Dismissal – operational changes	0	0
Dismissal – misconduct	3	1.4
Dismissal – inefficiency	0	0
Discharged due to ill-health	0	0
Retirement (incl. Normal and Early Retirement)	32	14.7
Transfers to other Public Service Departments	31	14.3
Voluntary Severance Package	0	0
Total	217	100
Total number of employees who left as a % of the total employment (2341) as at 31 March 2010		9

During the period under review, 217 employees left the Department due to various reasons as reflected in the table 5.4 above and the majority of these employees were from the skilled, highly skilled production and highly skilled supervision category (i.e. Levels 3-12). The Department recruited 185 employees on various levels to provide the required human resource capacity for the Department of International Relations and Cooperation.

Table 5.5 – Promotions by critical occupation

Occupation:	Number of employees as at 1 April 2009	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Heads of Mission	113	2	1.8	58	51.3
Diplomatic Corps	533	0	0	357	67
Senior Management	124	3	2.4	95	76.6
Total	770	5	0.6	510	66.2

Table 5.6 – Promotions by salary band

Salary Band	Number of employees as at 1 April 2009	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	72	0	0	51	70.8
Skilled (Levels 3-5)	348	2	0.6	237	68.1
Highly skilled production (Levels 6-8)	658	47	7.1	408	62
Highly skilled supervision (Levels 9-12)	1022	80	7.8	688	67.3
Senior management (Levels 13-16)	250	5	2	153	61.2
Political Office Bearers	3	0	0	0	0
Total	2353	134	5.7	1537	65.3

6. EMPLOYMENT EQUITY

The tables in this section are based on the formats prescribed by the Employment Equity Act, 55 of 1998.

6.1 - Total number of employees (including employees with disabilities) in each of the following occupational categories as at 31 March 2010

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearers	0	0	1	0	1	0	0	1	3
Legislators, senior officials and managers	417	34	50	197	328	22	35	198	1281
Professionals	7	0	0	2	7	2	1	1	20
Technicians and associate professionals	22	2	2	6	26	0	0	5	63
Clerks	195	11	4	19	406	32	15	75	757
Service and sales workers	44	5	0	4	41	2	1	0	97
Plant and machine operators and assemblers	19	1	0	0	0	0	0	0	20
Elementary Occupation	32	0	0	0	66	0	0	2	100
Total	736	53	57	228	875	58	52	282	2341
Employees with disabilities	9	0	1	13	8	1	0	4	36

6.2 - Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2010

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearer	0	0	1	0	1	0	0	1	3
Top Management	9	0	3	0	5	0	0	0	17
Senior Management	95	8	13	34	54	3	2	17	226
Professionally qualified and experienced specialists and mid-management	329	28	35	172	280	20	34	189	1087
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	163	12	5	19	303	29	15	72	618
Semi-skilled and discretionary decision making	121	5	0	3	189	6	1	2	327
Unskilled and defined decision making	19	0	0	0	43	0	0	1	63
Total	736	53	57	228	875	58	52	282	2341

6.5 - Terminations for the period 1 April 2009 to 31 March 2010

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearers	0	0	0	0	1	0	1	0	2
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	9	4	0	5	9	2	1	0	30
Professionally qualified and experienced specialists and mid-management	18	2	0	9	13	0	1	12	55
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	17	4	0	5	20	5	2	6	59
Semi-skilled and discretionary decision making	17	0	0	0	41	1	1	0	60
Unskilled and defined decision making	0	0	0	0	11	0	0	0	11
Total	61	10	0	19	95	8	6	18	217

6.6 - Skills development for the period 1 April 2009 to 31 March 2010

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	7	3	2	2	8	2	3	2	29
Professionals	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	0	0	0	0	0	0	0	0	0
Clerks	180	9	3	19	334	10	8	28	591
Service and sales workers	11	2	0	2	14	1	0	0	30
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	16	0	0	0	44	0	0	0	60
Total	214	14	5	23	400	13	11	30	710

7. PERFORMANCE REWARDS

To encourage good performance, the department has granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability (Table 7.1), salary bands (table 7.2 and 7.4) and critical occupations (Table 7.3).

TABLE 7.1 – Performance Rewards by race, gender, and disability, 1 April 2009 to 31 March 2010

	Beneficiary Profile				Cost	
	Number of beneficiaries	Total number of employees in group 31 March 2010	% of total within group	Employees with disabilities	Cost (R'000)	Average cost per Beneficiary (R'000)
African						
Male	101	743	14	1	1.607	16
Female	109	849	13	2	1.452	11
Indian						
Male	18	52	23	0	485	27
Female	9	55	33	0	135	15
Coloured						
Male	5	55	9	0	60	12
Female	2	62	3	0	24	12
White						
Male	60	239	25	2	1.424	24
Female	78	295	26	1	1.393	18
Total	382	2350	146	6	6.580	16

TABLE 7.2 – Performance Rewards by salary bands for personnel below Senior Management Service, 1 April 2009 to 31 March 2010

Salary Bands	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees as at 31 March 2010	% of beneficiaries within salary band	Total Cost (R'000)	Average cost per Beneficiary (R'000)
Lower skilled (Levels 1-2)	8	72	11	29	4
Skilled (Levels 3-5)	33	348	10	160	5
Highly skilled production (Levels 6-8)	82	658	13	759	9
Highly skilled supervision (Levels 9-12)	225	1022	22	4,241	19
Total	348	2100	17	5,189	15

TABLE 7.3 – Performance Rewards by critical occupations, 1 April 2009 to 31 March 2010

Critical Occupations	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees as at 31 March 2010	% of beneficiaries within occupation	Total Cost (R'000)	Average cost per employee (R'000)
Heads of Mission	6	113	5	259	43
Diplomatic Corps	84	533	16	1,531	18
Senior Management	28	124	23	1.133	40
Total	118	770	15	2.923	25

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

Salary Band	Beneficiary Profile			Total Cost (R'000)	Average cost per employee (R'000)	Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees as at 31 March 2009	% of beneficiaries within band			
Band A	15	167	9	562	37	0.03
Band B	14	71	20	572	41	0.03
Band C	5	11	46	257	51	0.01
Band D	0	1	0	0	0	0.00
Total	34	250	14	1.391	413	0.08

8. FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the department in terms of Branches. The tables also summarise changes in the total number of foreign workers in each Branch.

TABLE 8.1 – Foreign Workers, 1 April 2009 to 31 March 2010, per Branches

BRANCHES	1 April 2009		31 March 2010		Change	
	Number	% of total	Number	% of total	Number	% change
Africa Bilateral	815	34	843	34	28	3
Africa Multilateral	104	4	104	4	0	0
Asia & Middle East	518	22	544	22	26	5
Americas and Caribbean	328	14	325	13	-3	-1
Europe	580	24	585	24	5	1
Multilateral	35	1	43	2	8	23
Total	2380	100	2444	100	64	3

TABLE 8.2 – Foreign Workers – Bonuses paid to Locally Recruited Personnel (LRP) employed in missions abroad

BRANCHES	2008/2009		2009/2010	
	Expenditure (R'000)	% of total	Expenditure (R'000)	% of total
Africa Bilateral	4,285	10	4,724	14
Africa Multilateral	238	1	162	0.5
Asia & Middle East	19,009	46	8,587	26
Americas and Caribbean	4,367	10	5,957	18
Europe	12,271	29	12,406	37.5
Multilateral	1,604	4	1,273	4
Total	41,774	100	33,109	100

The bonuses do not include performance rewards, but are informed by what the local legislation in that country provides.

9. LEAVE UTILISATION FOR THE PERIOD 1 JANUARY 2009 TO 31 DECEMBER 2009

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave (Table 9.1) and disability leave (Table 9.2). In both cases, the estimated cost of the leave is also provided.

TABLE 9.1 – Sick leave, 1 January 2009 to 31 December 2009

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)
Lower skilled (Levels 1-2)	203	92.12	31	2.15	7	40
Skilled (Levels 3-5)	1405	84.13	217	15.02	6	397
Highly skilled production (Levels 6-8)	2448	76.59	403	27.91	6	1,229
Highly skilled supervision (Levels 9-12)	4505	77.89	696	48.2	6	4,380
Senior management (Levels 13-16)	564	81.74	97	6.72	6	1,431
Total	9125	79.1	1444	100	6	7,477

TABLE 9.2 – Disability leave (temporary and permanent), 1 January 2009 to 31 December 2009

Salary Band	Total days taken	% days with medical certification	Number of Employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	41	100	2	3	21	9
Skilled (Levels 3-5)	427	100	7	10.44	61	107
Highly skilled production (Levels 6-8)	696	100	26	38.8	27	340
Highly skilled supervision (Levels 9-12)	724	100	27	40.3	27	1,007
Senior management (Levels 13-16)	145	100	5	7.46	29	356
Total	2033	100	67	100	30	1,819

Table 9.3 summarises the utilisation of annual leave. The wage agreement concluded with trade unions in the PSCBC in 2000, requires management of annual leave to prevent high levels of accrued leave being paid at the time of termination of service.

TABLE 9.3 – Annual Leave, 1 January 2009 to 31 December 2009

Salary Bands	Total days taken	Average per employee
Lower skilled (Levels 1-2)	1027	17
Skilled Levels 3-5)	5584	16
Highly skilled production (Levels 6-8)	11076	19
Highly skilled supervision (Levels 9-12)	23715	22
Senior management (Levels 13-16)	4472	18
Total	45874	20

TABLE 9.4 – Capped leave, 1 January 2009 to 31 December 2009

Salary Bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2009
Lower skilled (Levels 1-2)	1	1	43
Skilled Levels 3-5)	19	3	52
Highly skilled production (Levels 6-8)	215	8	46
Highly skilled supervision(Levels 9-12)	1076	10	55
Senior management (Levels 13-16)	129	6	78
Total	1440	9	55

TABLE 9.5 – Leave payouts for the leave period 1 January 2009 to 31 December 2009

The following table summarises payments made to employees as a result of leave that was not taken.

REASON	Total Amount (R'000)	Number of Employees	Average payment per employee (R'000)
Leave pay out for 2008/09 due to non-utilisation of leave for the previous cycle	1,219	124	10
Capped leave pay outs on termination of service for 2008/09	2,563	248	10
Current leave pay out on termination of service for 2008/09	202	35	6
Total	3,984	407	10

10. HIV/AIDS & HEALTH PROMOTION PROGRAMMES

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 & related diseases (if any)	Key steps taken to reduce the risk
The Department has not identified specific employees to be at high risk, but are taking steps in raising awareness.	Education and Awareness Condom distribution

TABLE 10.2 – Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to provisions contained in Part V1 E of Chapter 1 of the Public Service Regulations, 2001? If so provide his \ her name and position	X		Ms Given Mashigo Director: Employee Wellbeing
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and wellbeing 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	X		Seven (7) staff members Annual Budget R4 029 614
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements / services of this Programme	X		HIV/AIDS Management Health and Productivity Support for transferred employees Psychosocial support
4. Has the department established (a) committee(s) as contemplated in Part V 1 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	X		Dave du Buisson (PSA) Tersia Malepane (Employee) Sibongile Mabasa (Sports & Recreation) Ntombi Sibiya (NEHAWU) Daisy Ellen (Employee) Megan Reddy (Employee) Odile Harrington (Employee) Gugu Ngwenya (Employee) Thozamile Sandi (Employee) Seralong Chauke (Employee) Noloyiso Tsembeyi (Employee)
5. Has the department reviewed its employment policies and practices 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	X		HIV/AIDS and TB management Policy Employee Health and Wellness 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	X		Development of HIV/AIDS and TB management policy. Emphasised confidentiality, non-discrimination on all HR practices e.g. recruitment, promotion, training opportunities, etc.
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved	X		Conducts on-site VCT programme. In 2009, a total of 258 employees participated in the programme.
8. Has the department developed measures \ indicators to monitor and evaluate the impact of its health promotion programme? If so, list these measures \ indicators	X		Statistics Attendance of awareness and educational programmes Number of employees attending VCT programmes Number of male condoms distributed Number of educational articles and pamphlets distributed Evaluation of training conducted on health and wellness

11. LABOUR RELATIONS

The following collective agreements were entered into with trade unions within the department.

TABLE 11.1 – Collective agreements, 1 April 2009 to 31 March 2010

Subject Matter	Date
None	-

TABLE 11.2 – Disciplinary action for the period 1 April 2009 to 31 March 2010

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	19	2	0	2	4	0	1	2	30

TABLE 11.3 – Misconduct and disciplinary hearings finalised, 1 April 2009 to 31 March 2010

Outcomes of disciplinary hearings	Number	% of total
Written warning	0	0
Final written warning	2	20
Not Guilty/Acquittals/Reinstatements	1	10
Demotion	0	0
Suspension without Pay	1	10
Dismissal	1	10
Case withdrawn	0	0
Resigned / Retired	3	30
Tour of Duty Terminated/Grounded at Head Office for 2 years	2	20
Total	10	100

TABLE 11.4 – Types of misconduct addressed at disciplinary hearings, 1 April 2009 to 31 March 2010

Type of misconduct	Number	% of total
Gross Negligence/ Negligence	0	0
Insubordination/Insolence	3	15
Assault/Fighting	2	10
Absenteeism	1	5
Abuse of State Property	2	10
Sleeping on Duty / Alcohol abuse	0	0
Unbecoming conduct / Bringing the Department into Disrepute/Prejudicial conduct	6	30
Theft/Forgery/Misrepresentation	2	10
Failure to follow procedures	2	10
Abuse of Diplomatic Privileges	0	0
Dereliction of Duty	0	0
Abscondment	1	5
Sexual harassment	1	5
TOTAL	20	100

TABLE 11.5 – Grievances lodged for the period 1 April 2009 to 31 March 2010

	Number	% of Total
Number of grievances resolved	12	57
Number of grievances not resolved	9	43
Total number of grievances lodged	21	100

TABLE 11.6 – Disputes lodged with Councils for the period 1 April 2009 to 31 March 2010

	Number	% of Total
Number of disputes upheld	1	14
Number of disputes dismissed	2	29
Number of disputes pending	4	57
Number of disputes settled	0	0
Total number of disputes lodged	7	100

TABLE 11.7 – Strike actions for the period 1 April 2009 to 31 March 2010

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 11.8 – Precautionary suspensions for the period 1 April 2009 to 31 March 2010

Precautionary Suspensions	
Number of people suspended	4
Number of people whose suspension exceeded 30 days	4
Average number of days suspended	183
Cost (R'000) of suspensions	421

12. SKILLS DEVELOPMENT

This section highlights the efforts of the department with regard to skills development.

12.1 Training needs identified 1 April 2009 to 31 March 2010

Occupational Categories	Gender	Number of employees as at 1 April 2009	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	583	0	75	0	75
	Male	698	0	45	0	45
Professionals	Female	11	0	0	0	0
	Male	9	0	0	0	0
Technicians and associate professionals	Female	31	0	0	0	0
	Male	32	0	0	0	0
Clerks	Female	528	0	456	0	456
	Male	229	0	220	0	220
Service and sales workers	Female	44	0	35	0	35
	Male	53	0	40	0	40
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	20	0	0	0	0
Elementary occupations	Female	68	0	20	50	70
	Male	32	0	10	20	30
Gender Sub Totals	Female	1265	0	586	50	636
	Male	1073	0	315	20	335
Total		2338	0	901	70	971

12.2 Training provided 1 April 2009 to 31 March 2010

Occupational Categories	Gender	Number of employees as at 1 April 2009	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	583	0	15	0	15
	Male	698	0	14	0	14
Professionals	Female	11	0	0	0	0
	Male	9	0	0	0	0
Technicians and associate professionals	Female	31	0	0	0	0
	Male	32	0	0	0	0
Clerks	Female	528	17	363	0	380
	Male	229	31	180	0	211
Service and sales workers	Female	44	0	15	0	15
	Male	53	0	15	0	15
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	20	0	0	0	0
Elementary occupations	Female	68	0	0	44	44
	Male	32	0	0	16	16
Gender Sub Totals	Female	1265	17	393	44	454
	Male	1073	31	209	16	256
Total		2338	48	602	60	710

13. INJURY ON DUTY

The following tables provide basic information on injury on duty.

TABLE 13.1 – Injury on duty, 1 April 2009 to 31 March 2010

Nature of injury on duty	Number	% of total
Required basic medical attention only	6	100
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
Total	6	100