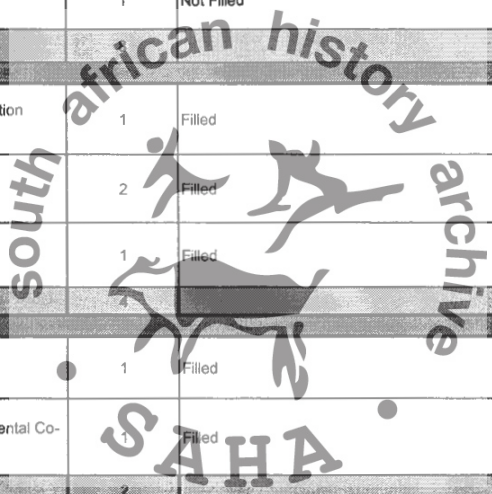


YEAR 2008/09	NUMBER OF VACANCIES AS AT 31 MARCH 2009	NUMBER OF POSTS ADVERTISED	NUMBER OF POSTS NOT ADVERTISED	COMMENTS
Lower skilled (SR1-2)	12	0	12	The Department was due for movement to its new building and the filling of lower level posts was kept in abeyance to determine the needs in the new building. Some of the functions were to be performed by the Private Party.
Skilled (SR3 -5)	29	45	0	Additional posts became vacant and advertised
Highly skilled production (SR 6-8)	67	72	0	Additional posts became vacant and advertised
Highly skilled supervision (SR9-12)	233	189	44	Vacant posts were filled by returning employees
Senior Management (SR 13-16)	27	22	5	Vacant posts were filled by returning employees

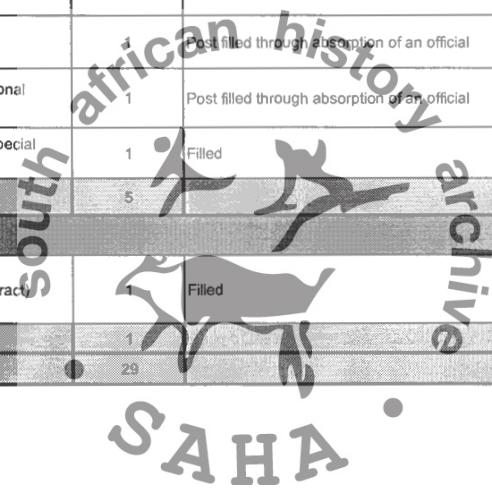


SMS - POSTS				
Date advertised	Post	No of posts	Remarks	Budget allocation
Americas and Europe				
11 January 2009 / 28 June 2009	Deputy Director-General: Americas and the Caribbean	1	Filled	R921 054 pa (CTC)
11 January 2009 / 28 June 2009	Deputy Director-General: Europe	1	Filled	R921 054 pa (CTC)
Africa Multilateral				
11 January 2009 / 28 June 2009	Deputy Director-General: Africa Multilateral	1	Filled	R921 054 pa (CTC)
Various				
11 January 2009 29 November 2009	Director: Foreign Service (Various)	23	Filled	R615 633 pa (CTC)
29 November 2009	Chief Director: Foreign Service (Various)	6	Filled	R745 181 pa (CTC)
Multilateral				
11 January 2009	Director: Foreign Service (Social Development Organisations)	1	Not filled	
6 September 2009	Director: FS (Various)	5	Not filled	
Public Diplomacy				
11 January 2009	Deputy Director-General: Public Diplomacy	1	Not filled	
11 January 2009	Chief Director: Strategic Communication and Marketing	1	Not filled	
Corporate Services				
11 January 2009	Chief Director: Corporate Communications	1	Not filled	
13 September 2009	Director: Operations (Office of the CIO)		Filled	R615 633 pa (CTC)
13 September 2009	Enterprise Operations Centre Manager (Office of the CIO)		Filled	R615 633 pa (CTC)
Branch: Diplomatic Training, Research and Development				
7 June 2009	Director: Competency Development (Generic Skills Development)	1	Filled	R615 633 pa (CTC)
Branch: Human Resources				
6 September 2009	Chief Director: HRM	1	Filled	R745 181 pa (CTC)
6 September 2009	Director: OD & Transformation	1	Filled	R615 633 pa (CTC)
Office of the Deputy Minister				
20 September 2009	Director: Office of the Deputy Minister	1	Filled	R615 633 pa (CTC)
Total		47		

OFFICE OF THE MINISTER, DEPUTY MINISTER, DIRECTOR-GENERAL, INTERNAL AUDIT, PUBLIC DIPLOMACY & POLICY RESEARCH AND ANALYSIS UNIT				
Date advertised	Post	Number of posts	Remarks	Budget allocation
CHIEF DIRECTORATE: PUBLIC DIPLOMACY				
8 March 2009	Deputy Director: FS (Media Research Analysis and Speech Writing)	1	Filled	R344 052 pa (CTC)
8 March 2009	Deputy Director: FS (Web and Information Management)	1	Not Filled	
8 March 2009	Deputy Director: Operational Services	1	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: Design & Layout	2	Filled	R174 243 pa
8 March 2009	Assistant Director: Media Liaison	1	Filled	R174 243 pa
ch 2009	Senior Administration Clerk	1	Filled	R76 194 pa
20 September 2009	Assistant Director: Public Diplomacy (Radio Unit)	1	Not Filled	
TOTAL				
OFFICE OF THE CHIEF STATE LAW ADVISOR				
9 August 2009	Assistant Director: DICO Administration Officer (Information Specialist)	1	Filled	R192 540 pa
13 September 2009	Legal Administration Officer	2	Filled	R157 299 pa
6 December 2009	State Law Advisor Grade I (IL)	1	Filled	R393 918 pa
TOTAL				
DIRECTOR-GENERAL				
15 January 2009	Household Aid (Cleaner)	1	Filled	R51 936 pa
22 March 2009	Deputy Director: FS (Inter-governmental Co-Ordination)	1	Filled	R344 052 pa (CTC)
TOTAL				



OFFICE OF THE MINISTER, DEPUTY MINISTER, DIRECTOR-GENERAL, INTERNAL AUDIT, PUBLIC DIPLOMACY & POLICY RESEARCH AND ANALYSIS UNIT				
Date advertised	Post	Number of posts	Remarks	Budget allocation
CHIEF DIRECTORATE: INTERNAL AUDIT				
8 March 2009	Senior Internal Auditor	4	Filled	R145 920 pa
7 June 2009	Deputy Director: Forensic Audit & Risk Management	1	Filled	R344 052 pa (CTC)
7 June 2009	Assistant Directors: Performance Audit, Internal Audit, Forensic Audit & Risk Management	4	Filled	R174 243 pa
TOTAL		9		
OFFICE OF THE MINISTER				
9 August 2009	Assistant Director (PA to the Chief of Staff)	1	Not Filled	
16 August 2009	Deputy Director: Corporate Services	1	Filled	R378 456 pa (CTC)
16 August 2009	Deputy Director: FS (Cape Town)		Post filled through absorption of an official	
16 August 2009	Assistant Director: Assistant Personal Assistant to the Minister	1	Post filled through absorption of an official	
16 August 2009	Assistant Director (PA to the two Special Advisors)	1	Filled	R192 540 pa
TOTAL		5		
CHIEF DIRECTORATE: GENDER				
19 April 2009	Assistant Director: Research (Contract)	1	Filled	R174 243 pa
TOTAL		1		
GRAND TOTAL		29		



Recruitment Drive 2009

PROTOCOL				
Date advertised	Post	Number of posts	Remarks	Budget allocation
8 March 2009	Deputy Director: FS (Guesthouses)	2	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: FS - Protocol Ceremonial	1	Filled	R174 243 pa
17 March 2009	Senior Guesthouse Service Personnel	1	Filled	R145 920 per annum
24 March 2009	Household Supervisor	1	Filled	R117 501 pa
25 March 2009	SFAAO - SPL CTIA	2	Filled	R145 920 per annum
9 April 2009	Assistant Director: FS (International Conferences - Front Office)	2	Filled	R174 243 pa
9 April 2009	SFSO (International Conferences - Front Office)	3	Filled	R145 920 per annum
9 April 2009	FAAO (International Conferences - Front Office)	3	Filled	R117 501 pa
9 April 2009	Chief Administration Clerk (Receptionist) (SPL - OR Tambo IA)	2	Filled	R117 501 pa
9 April 2009	Assistant Director: SCM	1	Filled	R174 243 pa
9 April 2009	Chief Administration Clerk	2	Filled	R117 501 pa
4 May 2009	Deputy Director: FS - FIFA World Cup Unit 2010	1	Filled	R344 052 pa (CTC)
9 August 2009	Deputy Director: FS	1	Filled	R378 456 pa (CTC)
9 August 2009	Assistant Director: FS (State & Official Visits)	2	Filled	R192 540 pa
9 August 2009	Guesthouse Service Personnel (Protocol Ceremonial & Guesthouses)	3	Filled	R130 425 pa
27 August 2009	Senior Foreign Service Officer (Dir: Protocol Ceremonial and Guesthouses)	1	Filled	R161 970 pa
27 August 2009	Driver Gr III (Guesthouses)	1	Not filled	
13 September 2009 / 20 September 2009	Assistant Director: FAA - State Events and Dipl Accreditation	4	Filled	192 540 pa
13 September 2009 / 20 September 2009	SFAAO - Diplomatic Immunities & Privileges	6	Filled	R161 970 pa
8 November 2009	Deputy Director: State Protocol	1	Filled	R378 456 pa (CTC)
8 November 2009	Deputy Director: State Protocol - King Shaka International Airport - La Mercy	1	Not filled	
8 November 2009	Assistant Director: State Protocol - King Shaka International Airport - La Mercy	2	Filled	R192 540 pa
9 November 2009	Chief Administration Clerk (Receptionist / Catering) SPL - Cape Town International Airport	2	Filled	R130 425 pa
11 November 2009	SFAAO - King Shaka International Airport - La Mercy	8	Filled	R161 970 pa
11 November 2009	Chief Administration Clerk (Catering / Receptionist) - King Shaka International Airport - La Mercy	4	Filled	R130 425 pa
Total		59		

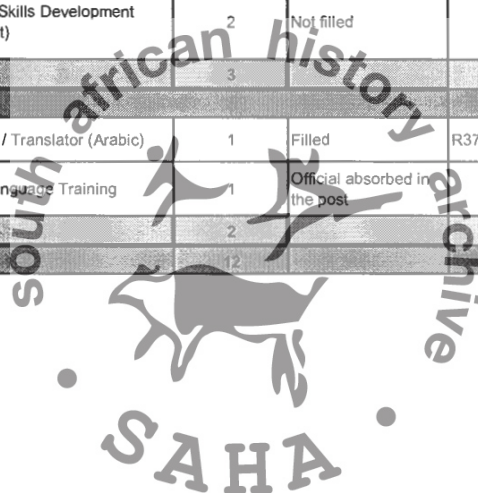
RECRUITMENT DRIVE 2009

DIFFERENT BRANCHES (DD TO CFAA)				
Date advertised	Post	Number of posts	Remarks	Budget allocation
DIFFERENT BRANCHES (DD TO CFAA)				
15 February 2009	Senior Secretary Grade IV to Chief Director	10	Filled	R117 501 pa
15 February 2009	Senior Secretary Grade II to Director	27	Filled	R78 552 pa
17 February 2009	Senior Admin Support Officer (PA to Directors)	11	Filled	R145 920 pa
8 March 2009	Assistant Director: FS (Various)	35	Filled	R174 243 pa
8 March 2009	Assistant Director: PA to CD:FS	9	Filled	R174 243 pa
TOTAL		92		
Asia & Middle East				
22 March 2009	Assistant Director: FS (Economic Affairs)	1	Not filled	
TOTAL		1		
GRAND TOTAL		93		



Recruitment Drive - 2009

BRANCH: DIPLOMATIC TRAINING, RESEARCH & DEVELOPMENT				
Date advertised	Post	Number of posts	Remarks	Budget allocation
DIRECTORATE: PRAU				
8 March 2009	Deputy Director: Knowledge Management (PRAU)	1	Filled	R344 052 pa
Total:		1		
DIRECTORATE: QUALITY ASSURANCE				
8 March 2009	Deputy Director: Quality Assurance (Assessment and Moderation)	1	Filled	R344 052 pa
Total:		1		
DIRECTORATE: TRAINING				
8 March 2009	Assistant Director: FS - Dip Training : International Programmes at the Dipl Academy	1	Filled	R174 243 pa
9 August 2009	Deputy Director: Administration Training	1	Filled	R378 456 pa (CTC)
9 August 2009	Assistant Director: Administration Training	3	Filled	R192 540 pa
Total:		3		
DIRECTORATE: GENERIC SKILLS DEVELOPMENT				
8 March 2009	Deputy Director: Generic Skills Development (Competency Development)	1	Filled	R344 052 pa
8 March 2009 22 November 2009	Assistant Director: Generic Skills Development (Competency Development)	2	Not filled	
Total:		3		
DIRECTORATE: LANGUAGE TRAINING				
9 August 2009	Deputy Director: Interpreter / Translator (Arabic)	1	Filled	R378 456 pa (CTC)
9 August 2009	Deputy Director: Foreign Language Training	1	Official absorbed in the post	
Total:		2		
GRANDTOTAL:		12		



Recruitment Drive 2009

BRANCH: HUMAN RESOURCES MANAGEMENT				
Date advertised	Post	Number of posts	Remarks	Budget allocation
DIRECTORATE: FSHRA				
8 March 2009	Deputy Director: FSC	1	Filled	R344 052 pa (CTC)
8 March 2009	Deputy Director: SC - LRP	1	Filled	R344 052 pa (CTC)
8 March 2009	Deputy Director: Transfer Assistance	1	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: FSC - LRP	5	Filled	R174 243 pa
8 March 2009	Assistant Director: FSC	1	Filled	R174 243 pa
8 March 2009	Personnel Practitioner	5	Filled	R117 501 pa
24 March 2009	Senior HR Officer	2	Filled	R78 552 pa
Total		16		
DIRECTORATE: Recruitment, Selection & Placement (RSP)				
8 March 2009	Deputy Director: R&S	1	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: Statistical Information and Org Structure	1	Not filled	R174 243 pa
8 March 2009	Chief Personnel Officer - Utilisation	3	Filled	R145 920 pa
24 March 2009	Senior HR Officer - Statistical Information & Organisational structure	1	Filled	R78 552 pa
Total		6		
DIRECTORATE: HRA				
8 March 2009	Deputy Director: JE & Workstudy	1	Filled	R344 052 pa (CTC)
Total		1		
DIRECTORATE: PMDS				
8 March 2009	Deputy Director: PMDS	1	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: PMDS	1	Filled	R174 243 pa
24 March 2009 / 27 August 2009	Senior HR Officer Grade II	2	Filled	R78 552 pa
Total		4		
Talent Management				
22 March 2009	Deputy Director: Talent Planning and Policy	1	Filled	R344 052 pa (CTC)
22 March 2009	Assistant Director: Talent Management Support	1	Filled	R174 243 pa
31 May 2009	Deputy Director: PA to DDG: HR	2	Filled	R344 052 pa (CTC)
Total		4		
DIRECTORATE: Organisational Development and Transformation				
8 March 2009	Deputy Director: OD	1	Not filled	
8 March 2009	Assistant Director: OD	1	Filled	R174 243 pa
Total		2		
GRAND TOTAL		43		

Recruitment Drive 2009

BRANCH: CORPORATE SERVICES

Date advertised	Post	Number of posts	Remarks	Budget allocation
CHIEF DIRECTORATE: CHIEF FINANCIAL OFFICER				
19 April 2009	Deputy Director: Debtors Management (Directorate: Financial Accounting)	1	Filled	R344 052 pa (CTC)
19 April 2009	Assistant Director: FM (Various posts)	13	Filled	R174 243 pa
13 September 2009	Financial Systems Administrator (Asd level)	1	Filled	R192 540 pa
16 September 2009	Chief Registry Clerk	1	Filled	R130 425 pa
16 September 2009	State Accounts: FM (Various) - HO Expenditure / Bookkeeping / Mission Accounts	10	Filled	R130 425 pa
16 September 2009	Senior Accounting Clerks - Financial Control (Various) - Mission Accounts / HO Expenditure / Bookkeeping / Salaries	20	Filled	R87 978 pa
TOTAL		46		
CHIEF DIRECTORATE: CONSULAR SERVICES				
8 March 2009	Deputy Director: Consular Services	2	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: Consular Services	1	Filled	R174 243 pa
8 March 2009	Assistant Director: FAA (CICC)	1	Filled	R174 243 pa
8 March 2009	SFAAO (Receptionist - Legalisation)	2	Filled	R145 920 pa
8 March 2009	FAAO / FSO - Consular Services	4	Filled	R94 326 pa
TOTAL		12		
CHIEF DIRECTORATE: INTERNATIONAL PROPERTY MANAGEMENT				
8 March 2009	Assistant Director: Local Property Management	1	Filled	R174 243 pa
19 April 2009	Deputy Director: FAA (Various Posts)	3	Filled	R344 052 pa (CTC)
19 April 2009	Assistant Director: FSA (International Property Management)	1	Filled	R174 243 pa
19 April 2009	Deputy Director: FAA (Strategy, Planning & Project Initiation)	1	Filled	R344 052 pa (CTC)
19 April 2009	Assistant Director: FSA (Strategy, Planning and Project Initiation)	2	Filled	R174 243 pa
TOTAL		8		
DIRECTORATE: SECURITY				
2 July 2009	Security Officers	26	Not filled	
22 March 2009	Deputy Director: FAA (Security)	1	Filled	R344 052 pa (CTC)
19 April 2009	Assistant Director: Security Vetting	2	Filled	R174 243 pa
24 August 2009	Assistant Director: Administration Security	1	Filled	R192 540 pa
24 August 2009	Foreign Affairs Administration Officer	4	Filled	R130 425 pa
TOTAL		34		
DIRECTORATE: SUPPLY CHAIN MANAGEMENT				
8 March 2009	Deputy Director: Asset Management	1	Filled	R344 052 pa (CTC)
8 March 2009	Deputy Director: SCM - Logistics	1	Filled	R344 052 pa (CTC)
8 March 2009	Assistant Director: Asset Management	1	Filled	R174 243 pa
13 September 2009	Assistant Director: SCM	2	Filled	R192 540 pa

Recruitment Drive 2009

BRANCH: CORPORATE SERVICES				
Date advertised	Post	Number of posts	Remarks	Budget allocation
11 November 2009	Senior Supply Chain Management Admin Officer	3	Filled	R161 970 pa
11 November 2009	Supply Chain Management Admin Officer	6	Filled	R130 425 pa
11 November 2009	Supply Chain Management Admin Clerk	5	Filled	R73 584 pa
TOTAL		19		
CHIEF DIRECTORATE: INFORMATION AND COMMUNICATIONS TECHNOLOGY				
24 November 2009	Network Security Administrator (SR10)	1	Filled	R240 318 pa
24 November 2009	Domain Security Administrator (SR10)	1	Filled	R240 318 pa
24 November 2009	Service Delivery Manager (SR12)	1	Filled	R448 521 pa (CTC)
24 November 2009	Procurement Administrator (SR9)	1	Not filled	
24 November 2009	Application Development Manager (SR12)	1	Not filled	
24 November 2009	Application Developer (SR11)	3	Not filled	
24 November 2009	Technical Enterprise Architect (SR12)	1	Not filled	
24 November 2009	Problem Manager (SR10)	1	Filled	R240 318 pa
24 November 2009	Change & Release Manager (SR10)	1	Not filled	
24 November 2009	Configuration Manager (SR10)	1	Not filled	
24 November 2009	Availability Manager (SR10)	1	Not filled	
24 November 2009	Facilities Manager (SR10)	2	Filled	R240 318 pa
24 November 2009	Service Desk Generalist (SR8)	9	Filled	R161 970 pa
24 November 2009	3rd Line Active Director Administrator (SR10)	3	Filled	R240 318 pa
24 November 2009	3rd Line Exchange Administrator (SR10)	1	Not filled	
24 November 2009	MOM Administrator (SR11)	1	Not filled	
24 November 2009	Database Administrator (SR11)	1	Not filled	
24 November 2009	Server Hardware Certified engineer (SR10)	1	Not filled	
24 November 2009	Back-up Administrator (SR10)	2	Filled	R240 318 pa
24 November 2009	Proxy/Firewall Administrator (SR10)	1	Filled	R240 318 pa
24 November 2009	SPS/RMS/CMS/Applications Administrator (SR10)	1	Not filled	
24 November 2009	2nd Line Network Engineer (SE10)	3	Filled	R240 318 pa
24 November 2009	3rd Line Network Engineer (SR11)	2	Filled	R378 456 pa (CTC)
24 November 2009	Business Analyst (SR10)	1	Filled	R240 318 pa
24 November 2009	Finance Administrator (SR9)	1	Not filled	
24 November 2009	HR Administrator (SR9)	1	Not filled	
24 November 2009	Projects Administrator (SR9)	2	Filled	R192 540 pa
24 November 2009	System Administration Manager (SR12)	1	Not filled	

Recruitment Drive 2009

BRANCH: CORPORATE SERVICES				
Date advertised	Post	Number of posts	Remarks	Budget allocation
24 November 2009	Mind Administrator (SR10)	1	Filled	R240 318 pa
24 November 2009	Network Manager (SR11)	1	Filled	R378 456 pa (CTC)
24 November 2009	Telephony Manager (SR10)	1	Not filled	
24 November 2009	System Support Manager (Regional) (SR12)	1	Not filled	
24 November 2009	Switchboard Operator (SR7)	3	Filled	R130 425 pa
27 November 2009	Application Support Engineer (SMS/RMS/CMS) (SR10)	2	Filled	R240 318 pa
TOTAL		55		
DIRECTORATE: FACILITIES MANAGEMENT				
8 November 2009	SFAAO - Transport	1	Filled	R161 970 pa
Total		1		
GRANDTOTAL		175		



Recruitment Drive 2009

DECENTRALISED POSTS				
Date advertised	Post	Number of posts	Remarks	Budget allocation
8 March 2009	Deputy Director: Corporate Services	5	Filled	R344 052 pa (CTC)
22 March 2009	Assistant Director: HR (Various Branches)	2	Filled	R174 243 pa
18 May 2009	Personnel Practitioner (Asia & Middle East)	1	Not filled	
24 August 2009	Chief Registry Clerk (Various Branches)	3	Filled	R130 425 pa
TOTAL		11		



Oversight Report

1. Service delivery

All departments are required to develop a Service Delivery Improvement (SDI) Plan. The following tables reflect the components of the SDI Plan as well as progress made in the implementation of the plan.

Table 1.1 - Main services provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Foreign Relations	Accredited Countries, International Organizations		Captured in Business Units' Business Plans	Outlined under Programme 2
Consular Services	South African citizens abroad, NGO's, International Organizations Other Departments and Private Sector		Captured in Business Unit's Business Plans	Outlined under Programme 1
Protocol Services	Presidency, Provinces, Missions Accredited to South Africa		Captured in Business Unit's Business Plans	Outlined under Programme 3

Table 1.2 - Consultation arrangements with customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Binational Commissions		Captured in Business Unit's Business Plans	Outlined under Programme 2 & 3
Joint National Commissions			
Conferences			
Meetings			
Workshops			
Internet			

Table 1.3 - Service delivery access strategy

Access Strategy	Actual achievements
Media briefings	
Official Incoming and Outgoing Visits	Outlined under Programme 3

Table 1.4 - Service information tool

Types of information tool	Actual achievements
Print and electronic media	
Publications and video material	Outlined under Programme 3
dfa website	



Table 1.5 - Complaints mechanism

Complaints Mechanism	Actual achievements
Surveys	Adopted National Anti Corruption Fraud Hotline implemented by the Office of the Public Service Commission
Toll Free Numbers	
Service rate cards	

2. Expenditure

Departments budget in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 2.1) and by salary bands (Table 2.2). In particular, it provides an indication of the amount spent on personnel costs in terms of each of the programmes or salary bands within the department. (Staff additional to establishment is included in Prog 1 and the LRP's are included in Prog 2)

TABLE 2.1 - Personnel cost by programme, 2008-2009

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services (R'000)	Personnel cost as a percent of total expenditure	Average personnel cost per employee (R'000)
Programme 1	1 666 115	197 922	3 774	7 332	12	204
Programme 2	2 656 959	1 424 219	1 420	4 908	54	407
Programme 3	148 114	61 260	3	1	41	235
Total	4 471 188	1 683 401	7 197	12 241	38	356

TABLE 2.2 - Personnel cost

Personnel Cost	Personnel Expenditure (R'000)	Personnel cost as a % of total expenditure	Average personnel cost per employee (R'000)
Total as per Financial System	1 683 401	38	356
Total	1 683 401	38	356

PERSAL could not provide the figures by salary band, hence the information is provided for the entire system.

The following table provide a summary per programme (Table 2.3), of expenditure incurred as a result of salaries, overtime, home owners allowance and medical assistance. In each case, the table provides an indication of the percentage of the personnel budget that was used for these items.

TABLE 2.3 - Salaries, Overtime, Home Owners Allowance and Medical Assistance by programme, 2008-2009

Programme	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Programme 1	131 439	66,4	9 754	4,9	3 693	1,9	6 876	3,5
Programme 2	683 690	48,0	17 219	1,2	4 641	0,3	42 200	3,0
Programme 3	39 815	65,0	3 892	6,4	1 139	1,9	2 533	4,1
Total	854 944	50,8	30 865	1,8	9 473	0,6	51 609	3,1

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 have identified critical occupations that need to be monitored. Table 3.3 provides establishment and vacancy information for the key 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 2009

Programme	Number of posts as at 31 March 09	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Programme 1	1035	856	17,3	0
Programme 2	1350	1122	16,9	0
Programme 3	395	261	22,3	0
Additional to Establishment	0	114	0	114
Total	2721	2353	13,5	114

TABLE 3.2 - Employment and vacancies by salary bands, 31 March 2009

Salary band	Number of posts as at 31 March 09	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Lower skilled (Levels 1-2)	84	72	14,3	0
Skilled (Levels 3-5)	377	348	7,7	6
Highly skilled production (Levels 6-8)	725	658	9,2	84
Highly skilled supervision (Levels 9-12)	1255	1022	18,6	19
Senior management (Levels 13-16)	277	250	9,7	5
Political Office Bearers	3	3	0	0
Total	2721	2353	13,5	114

TABLE 3.3 - Employment and vacancies by critical occupations as at 31 March 2009

Critical occupations	Number of posts as at 31 March 09	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Heads of Missions	124	113	8.9	0
Diplomatic Corps	636	533	16.2	0
Senior Management	154	124	19.5	0
Total	914	770	15.8	0

4. Job Evaluation

The Public Service Regulations, 1999 introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, executing authorities 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 2008 to 31 March 2009

Salary band	Number of posts	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)	52	0	0	0	0	0	0
Skilled (Levels 3-5)	377	4	1.1	100	0	0	0
Highly skilled production (Levels 6-8)	725	27	3.7	26	96.3	0	0
Highly skilled supervision (Levels 9-12)	1255	10	0.8	1	10	0	0
Senior Management Service Band A	207	3	1.4	0	0	0	0
Senior Management Service Band B	55	1	1.8	0	0	0	0
Senior Management Service Band C	14	1	7.1	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Total	2718	46	1.7	31	67.4	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.

TABLE 4.2 - Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2008 to 31 March 2009

Beneficiaries	African	Indian	Coloured	White	Total
Female	8	0	1	1	10
Male	3	0	0	0	3
Total	11	0	1	1	13

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 2008 to 31 March 2009 (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 2008/09				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 2008 to 31 March 2009

Salary Band	Number of employees per band as on 1 April 2008	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Lower skilled (Levels 1-2)	84	12	20	23.8
Skilled (Levels 3-5)	326	59	20	6.1
Highly skilled production (Levels 6-8)	576	149	38	6.6
Highly skilled supervision (Levels 9-12)	987	59	55	5.6
Senior Management Service	241	8	17	7.1
Political Office Bearers	3	1	1	33.3
Total	2217	288	151	6.8

TABLE 5.2 - Annual turnover rates by critical occupation for the period 1 April 2008 to 31 March 2009

Occupation	Number of employees per occupation as on 1 April 2008	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Heads of Mission	113	10	10	8.8
Diplomatic Corps	512	0	8	1.6
Senior Management	121	8	16	13.2
Total	746	18	34	4.6

Table 5.3 identifies the major reasons why staff left the department.

Table 5.3 - Identify the major reasons for staff members leaving the department

Termination Type	Number	% of total
Death	11	7.3
Resignation	50	33.1
Expiry of contract	24	15.9
Dismissal - operational changes	0	0
Dismissal - misconduct	4	2.6
Dismissal - inefficiency	0	0
Discharged due to ill-health	1	0.7
Retirement (incl. Early and Medical Retire)	20	13.2
Transfers to other Public Service Departments	40	26.5
Voluntary Severance Package	1	0.7
Total	151	100
Total number of employees who left as a % of the total employment (2353) as at 31 March 2009		6

During the period under review, 151 employees left the Department due to various reasons as reflected in the table 5.3 above and the majority of these employees were from the highly skilled supervision category (i.e. Levels 9 - 12). However, the Department recruited 288 employees on various levels to provide the required human resources to fulfil the core business of Department International Relations and Cooperation.

Table 5.4 - Promotions by critical occupation

Occupation:	Employees as at 1 April 2008	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	3	2.7	15	13.3
Diplomatic Corps	512	1	0.2	353	68.9
Senior Management	121	14	11.6	96	79.3
Total	746	18	2.4	464	62.2

Table 5.5 - Promotions by salary band

Salary Band	Employees as at 1 April 2008	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)	84	0	0	52	61.9
Skilled (Levels 3-5)	326	0	0	215	66
Highly skilled production (Levels 6-8)	576	40	6.9	350	60.8
Highly skilled supervision (Levels 9-12)	987	65	6.6	616	62.4
Senior management (Levels 13-16)	241	18	7.5	111	46.1
Political Office Bearers	3	0	0	0	0
Total	2317	123	5.5	1344	60.6



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 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearers	0	0	0	0	1	0	1	1	3
Legislators, senior officials and managers	390	35	48	205	300	23	36	196	1233
Professionals	6	0	0	2	2	1	1	1	13
Technicians and associate professionals	19	2	1	5	23	0	0	5	55
Clerks	210	13	6	24	423	33	17	91	817
Service and sales workers	46	5	0	4	33	2	1	0	91
Plant and machine operators and assemblers	23	1	0	0	0	0	0	0	24
Elementary Occupation	36	0	0	0	77	0	0	2	117
Total	72	56	55	240	859	59	56	296	2353
Employees with disabilities	10	1	1	13	8	1	0	3	37

6.2 - Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2009

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearer	0	0	0	0	1	0	1	1	3
Top Management	7	0	3	0	3	0	0	0	13
Senior Management	98	9	13	38	57	5	2	15	237
Professionally qualified and experienced specialists and mid-management	118	18	17	144	90	7	17	110	521
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	363	23	22	55	456	39	34	167	1159
Semi-skilled and discretionary decision making	124	6	0	3	203	8	2	2	348
Unskilled and defined decision making	22	0	0	0	49	0	0	1	72
Total	732	56	55	240	859	59	56	296	2353

6.3 - Recruitment for the period 1 April 2008 to 31 March 2009

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearers	0	0	0	0	0	0	1	0	1
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	3	0	0	0	4	1	0	0	8
Professionally qualified and experienced specialists and mid-management	26	1	0	3	21	2	1	5	59
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	56	6	2	10	52	9	9	5	149
Semi-skilled and discretionary decision making	15	0	0	0	44	0	0	0	59
Unskilled and defined decision making	0	0	0	0	12	0	0	0	12
Total	94	7	2	13	133	12	11	10	288
Employees with disabilities	1	0	0	1	1	0	0	0	3

6.4 - Promotions for the period 1 April 2008 to 31 March 2009

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	2	0	0	0	2
Senior Management	8	0	0	2	0	5	0	1	16
Professionally qualified and experienced specialists and mid-management	17	1	2	13	19	1	4	8	65
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	10	1	0	0	25	0	2	2	40
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Total	35	2	2	15	46	6	6	11	123
Employees with disabilities	0	0	0	0	1	0	0	0	1

6.5 - Terminations for the period 1 April 2008 to 31 March 2009

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Political Office Bearers	0	0	1	0	0	0	0	0	1
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	7	0	1	2	4	0	0	2	16
Professionally qualified and experienced specialists and mid-management	18	1	1	9	11	4	0	12	56
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	12	0		1	10	0	1	12	37
Semi-skilled and discretionary decision making	8	0	0	0	12	1	0	0	21
Unskilled and defined decision making	8	0	0	0	12	0	0	0	20
Total	63	1	4	12	49	5	1	26	151

6.6 - Skills development for the period 1 April 2008 to 31 March 2009

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	72	10	9	10	87	5	7	11	211
Professionals	9	5	5	2	17	5	11	7	61
Technicians and associate professionals	0	0	0	0	0	0	0	0	0
Clerks	85	15	11	12	242	8	0	0	373
Service and sales workers	13	0	0	0	51	0	0	0	64
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	17	0	0	0	37	0	0	0	54
Total	196	30	25	24	434	18	18	18	763

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 critical occupations (Table 7.3).

TABLE 7.1 - Performance Rewards by race, gender, and disability, 1 April 2007 to 31 March 2008

	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average cost per Beneficiary (R'000)
African					
Male	96	694	14	1 746	18
Female	107	755	14	1 717	16
Indian					
Male	17	58	29	456	27
Female	14	52	27	261	19
Coloured					
Male	13	52	25	233	18
Female	7	46	15	101	14
White					
Male	82	244	34	1 920	23
Female	94	313	30	1 742	19
Total	400	2214	19	8 176	19

TABLE 7.2 - Performance Rewards by salary bands for personnel below Senior Management Service, 1 April 2007 to 31 March 2008

Salary Bands	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of beneficiaries within salary band	Total Cost (R'000)	Average cost per Beneficiary (R'000)
Lower skilled (Levels 1-2)	10	84	12	35 986	3 599
Skilled (Levels 3-5)	38	326	12	199 296	5 245
Highly skilled production (Levels 6-8)	89	576	16	877 792	9 863
Highly skilled supervision (Levels 9-12)	246	987	25	5 224 753	21 239
Total	383	1973	19	6 337 827	16 548

TABLE 7.3 - Performance Rewards by critical occupations, 1 April 2007 to 31 March 2008

Critical Occupations	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees as at 31 March 06	% of beneficiaries within occupation	Total Cost (R'000)	Average cost per employee (R'000)
Heads of Mission	18	94	19	667	37
Diplomatic Corps	109	520	21	1 907	17
Senior Management	29	147	20	1 172	40
Total	156	761	21	3 746	24

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 08	% of beneficiaries within band			
Band A	28	174	16	930	33	0.06
Band B	13	57	23	628	48	0.04
Band C	6	9	67	280	47	0.02
Band D	0	1	0	0	0	0.00
Total	47	241	20	1 838	39	0.11



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 salary band and by each major occupation.

TABLE 8.1 - Foreign Workers, 1 April 2008 to 31 March 2009, per Branches

BRANCHES	1 April 2007		31 March 2008		Change	
	Number	% of total	Number	% of total	Number	% change
Africa Bilateral	775	33	815	34	40	5
Africa Multilateral	92	4	104	4	12	13
Asia & Middle East	476	20	518	22	42	9
Americas and Caribbean	319	14	328	14	9	3
Europe	561	24	580	24	19	3
Multilateral	106	5	35	2	-71	-67
Total	2329	100	2380	100	51	2

TABLE 8.2 - Foreign Worker, 31 March 2009 - Bonuses paid to Locally recruited personnel (LRP) employed in missions abroad

BRANCHES	2007/2008		2008/2009	
	Expenditure (R'000)	% of total	Expenditure (R'000)	% of total
Africa Bilateral	1 142	16	4 285	10
Africa Multilateral	233	3	238	1
Asia & Middle East	1 308	18	19 009	46
Americas and Caribbean	1 978	28	4 367	10
Europe	2 100	30	12 271	29
Multilateral	356	5	1 604	4
Total	7 117	100	41 774	100

9. Leave utilisation for the period 1 January 2008 to 31 December 2008

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 2008 to 31 December 2008

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)	224	94	42	3	5	41
Skilled (Levels 3-5)	1492	86	232	16	6	373
Highly skilled production (Levels 6-8)	2917	76	409	28	7	1 348
Highly skilled supervision (Levels 9-12)	3 679	76	648	45	6	3 648
Senior management (Levels 13-16)	723	83	116	8	6	1 621
Total	9328	79.3	1447	100	6	7 031

TABLE 9.2 - Disability leave (temporary and permanent), 1 January 2008 to 31 December 2008

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)	2	100	1	1.8	2	1
Skilled (Levels 3-5)	254	100	8	14.2	32	57
Highly skilled production (Levels 6-8)	325	98.8	13	23.2	25	158
Highly skilled supervision (Levels 9-12)	769	100	29	51.8	27	858
Senior management (Levels 13-16)	67	100	5	9	13	151
Total	1417	99.7	56	100	25	1225

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 2008 to 31 December 2008

Salary Bands	Total days taken	Average per employee
Lower skilled (Levels 1-2)	1295	17
Skilled Levels 3-5)	5665	17
Highly skilled production (Levels 6-8)	11327	17
Highly skilled supervision(Levels 9-12)	22502	22
Senior management (Levels 13-16)	4881	20
Total	45670	20

TABLE 9.4 - Capped leave, 1 January 2008 to 31 December 2008

Salary Bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2008
Lower skilled (Levels 1-2)	3	2	44
Skilled Levels 3-5)	72	7	56
Highly skilled production (Levels 6-8)	366	8	46
Highly skilled supervision(Levels 9-12)	921	8	58
Senior management (Levels 13-16)	200	8	83
Total	1562	8	58

TABLE 9.5 - Leave payouts for the leave period 1 January 2008 to 31 December 2008

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 2007/08 due to non-utilisation of leave for the previous cycle	964	91	11
Capped leave pay outs on termination of service for 2007/08	1 768	175	10
Current leave pay out on termination of service for 2007/08	290	38	8
Total	3 022	304	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
None	<ul style="list-style-type: none"> - 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 V 1 E of Chapter 1 of the Public Service Regulations, 2001? If so provide his \ her name and position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee Wellbeing Centre (Directorate) Seven (7) staff members Annual Budget R3 781 101 m
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HIV/AIDS Programme Employee Assistance Programme Disability Management Health Promotion Programme
4. Has the department established (a) committee(s) as contemplated in Part V 1 E. 5(a) 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wellness Committee: Ms R Marks (Gender Desk) Mr D Duthisson (PSA) Mr S Maseko (Sports & Recreation) Ms X Kratshi-Xotyeni (Stockholm Mission) Ambassador Lehoko (SMS) Peer-Educators: Mr T Sandi Ms S Chauke Ms N Tsembeyi Ms E Daisy Ms P Seoposengwe
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HIV/AIDS 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	Integrated HIV/AIDS module into the Supervisory training. Conducted HIV/AIDS management workshop in all Branches during the World aids Day. Conducted HIV/AIDS training for learners Ongoing electronic articles on HIV/AIDS and Stigma eradication
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved	X	Annual Voluntary Counselling and Testing in 2008 uptake increased by over 200% (from 61 employees in 2007/08 to 264 in 2008/09 financial year)
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	Impact Evaluation forms Condoms consumption Business Plan monitoring and review process Attendance of awareness and educational sessions

11. Labour Relations

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

TABLE 11.1 - Collective agreements, 1 April 2008 to 31 March 2009

Subject Matter	Date
ICT Migration	27/11/2008

TABLE 11.2 - Disciplinary action for the period 1 April 2008 to 31 March 2009

Disciplinary action	Male			Female				Total	
	African	Coloured	Indian	White	African	Coloured	Indian		
	16	1	0	2	6	0	0	2	27



TABLE 11.3 - Misconduct and disciplinary hearings finalised, 1 April 2008 to 31 March 2009

Outcomes of disciplinary hearings	Number	% of total
Written warning	1	5
Final written warning	3	14
Not Guilty/Acquittals/Reinstatements	5	24
Demotion	0	0
Suspension without Pay	1	5
Dismissal	7	33
Case withdrawn	1	5
Resigned / Retired	2	9
Tour of Duty Terminated/Grounded at Head Office for 2 years	1	5
Total	21	100

TABLE 11.4 - Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Gross Negligence/ Negligence	0	0
Insubordination	3	11
Assault/Fighting	3	11
Absenteeism	6	23
Abuse of State Property	0	0
Sleeping on Duty / Alcohol abuse	0	0
Unbecoming conduct / Bringing the Department into Disrepute	2	7
Theft/Forgery/Misrepresentation	5	19
Failure to follow procedures	3	11
Abuse of Diplomatic Privileges	0	0
Dereliction of Duty	2	7
Abscondment	3	11
TOTAL	27	100



TABLE 11.5 - Grievances lodged for the period 1 April 2008 to 31 March 2009

	Number	% of Total
Number of grievances resolved	20	71
Number of grievances not resolved	8	29
Total number of grievances lodged	28	100

TABLE 11.6 - Disputes lodged with Councils for the period 1 April 2008 to 31 March 2009

	Number	% of Total
Number of disputes upheld	1	11
Number of disputes dismissed	3	33
Number of disputes pending	5	56
Number of disputes settled	0	0
Total number of disputes lodged	9	100

TABLE 11.7 - Strike actions for the period 1 April 2008 to 31 March 2009

Strike Actions	
Total number of person working days lost	51
Total cost (R'000) of working days lost	11 450.05
Amount (R'000) recovered as a result of no work no pay	9 369.47

TABLE 11.8 - Precautionary suspensions for the period 1 April 2008 to 31 March 2009

Precautionary Suspensions	
Number of people suspended	2
Number of people whose suspension exceeded 30 days	2
Average number of days suspended	54
Cost (R'000) of suspensions	47 751.24



12. Skills development

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

12.1 Training needs identified 1 April 2008 to 31 March 2009

Occupational Categories	Gender	Number of employees as at 1 April 2008	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	555	0	91	19	110
	Male	678	0	80	21	101
Professionals	Female	5	0	30	10	40
	Male	8	0	12	9	21
Technicians and associate professionals	Female	28	0	0	0	0
	Male	27	0	0	0	0
Clerks	Female	564	23	182	45	250
	Male	253	12	98	13	123
Service and sales workers	Female	36	0	40	11	51
	Male	55	0	11	2	13
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	24	0	0	0	0
Elementary occupations	Female	79	0	37	0	37
	Male	38	0	17	0	17
Gender Sub Totals	Female	1267	23	380	85	488
	Male	1083	12	218	45	275
Total		2350	35	598	130	763



12.2 Training provided 1 April 2008 to 31 March 2009

Occupational Categories	Gender	Number of employees as at 1 April 2008	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	555	0	91	19	110
	Male	678	0	80	21	101
Professionals	Female	5	0	30	10	40
	Male	8	0	12	9	21
Technicians and associate professionals	Female	28	0	0	0	0
	Male	27	0	0	0	0
Clerks	Female	564	23	182	45	250
	Male	253	12	98	13	123
Service and sales workers	Female	36	0	40	11	51
	Male	55	0	11	2	13
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	24	0	0	0	0
Elementary occupations	Female	79	0	37	0	37
	Male	38	0	17	0	17
Gender Sub Totals	Female	1267	23	380	85	488
	Male	1083	12	218	45	275
Total		2350	35	598	130	763



13. Injury on duty

The following tables provide basic information on injury on duty.

TABLE 13.1 - Injury on duty, 1 April 2008 to 31 March 2009

Nature of injury on duty	Number	% of total
Required basic medical attention only	9	100%
Temporary Total Disablement	0	0%
Permanent Disablement	0	0%
Fatal	0	0%
Total	9	100%

