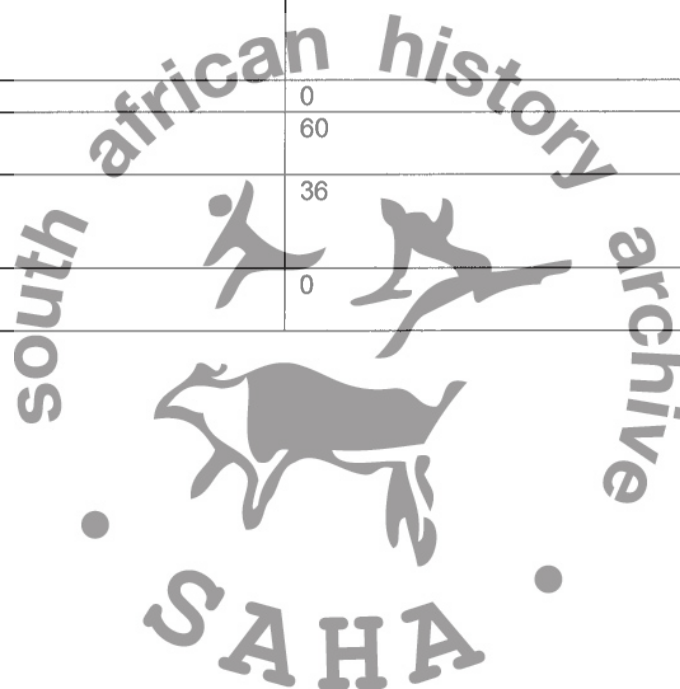
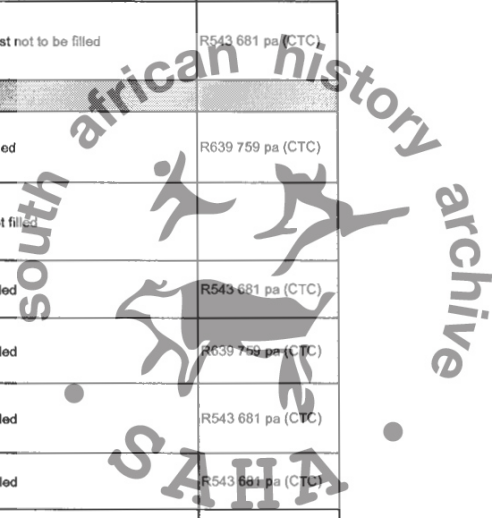


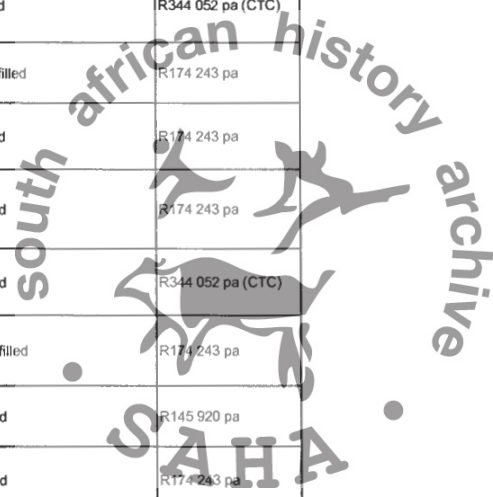
YEAR 2007/08	NUMBER OF VACANCIES AS AT 31 MARCH 2008	NUMBER OF POSTS ADVERTISED	NUMBER OF POSTS NOT ADVERTISED	COMMENTS
Lower skilled (SR1-2)	36	4	32	The Department was earmarked to move into its new building at the beginning of 2009 and the filling of lower level posts was kept in abeyance to determine the needs in the new building. Some of the functions were to be performed by the Private Party.
Skilled (SR3 -5)	28	37	0	Additional posts became vacant and advertised
Highly skilled production (SR 6-8)	138	78	60	Vacancies were filled by returning employees
Highly skilled supervision (SR9-12)	207	171	36	Vacancies were filled by returning employees
Senior Management (SR 13-16)	18	26	0	Additional posts became vacant and advertised



SMS - POSTS				
Date advertised	Post	No of posts	Remarks	Budget allocations
<b>Human Capital Management</b>				
20 January 2008	Deputy Director-General: Foreign Service Institute and Policy Research	1	Filled	R770 823 pa (CTC)
20 January 2008	Deputy Director-General: Human Capital Management	1	Filled	R770 823 pa (CTC)
20 January 2008	Chief Director: HRM	2	Filled	R639 759 pa (CTC)
20 January 2008	Director: HR Planning and Resourcing	1	Filled	R543 681 pa (CTC)
<b>Multilateral</b>				
27 January 2008	Director: FS (Economic Policy and Programming)	1	Filled	R543 681 pa (CTC)
24 August 2008	Director: FS (Social Development Organisations)	1	Post not to be filled	R543 681 pa (CTC)
<b>Corporate Services</b>				
2 March 2008	Chief Director: Internal Audit	1	Filled	R639 759 pa (CTC)
25 May 2008	Director: International Property Management	1	Not filled	
25 May 2008	Director: Strategy, Planning and Project Initiation	1	Filled	R543 681 pa (CTC)
6 July 2008	Chief Information Officer (Chief Director Level)	1	Filled	R639 759 pa (CTC)
13 July 2008	Director: Assets and Records Management	1	Filled	R543 681 pa (CTC)
20 July 2008	Director: Performance Audit	1	Filled	R543 681 pa (CTC)
2 November 2008	Director: Forensic Auditing and Risk Management	1	Filled	R543 681 pa (CTC)
<b>State Protocol</b>				
20 January 2008	Deputy Chief of State Protocol (Chief Director: State Events and Diplomatic Accreditation)	1	Filled	R639 759 pa (CTC)
6 July 2008	Director: State Protocol Lounge (OR Tambo International Airport)	1	Filled	R543 681 pa (CTC)
<b>Public Diplomacy</b>				
20 July 2008	Director: Media Research & Speechwriting	1	Not filled	
<b>Various posts</b>				
3 August 2008	Chief Director: FS (various)	5	Filled	R639 759 pa (CTC)
Total		22		

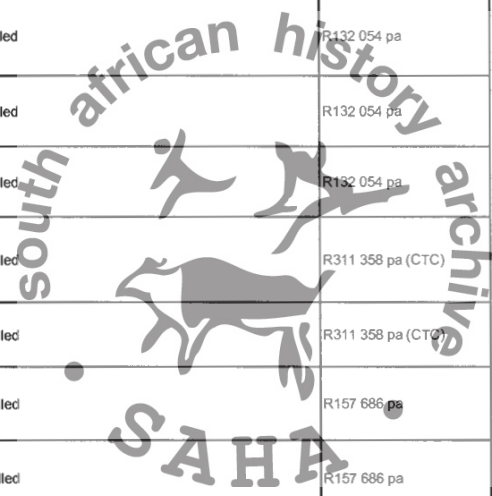


OFFICE OF THE MINISTER, DEPUTY MINISTER, DIRECTOR-GENERAL, INTERNAL AUDIT, PUBLIC DIPLOMACY & POLICY RESEARCH AND ANALYSIS UNIT				
Date advertised	Post	Number of posts	Remarks	Budget allocation
<b>CHIEF DIRECTORATE: PUBLIC DIPLOMACY</b>				
20 January 2008	Assistant Director: Design & Layout	1	Filled	R157 686 pa
20 January 2008	Assistant Director: Operational Services	1	Filled	R157 686 pa
20 January 2008	Assistant Director: Language Editing (English)	1	Filled	R157 686 pa
2 March 2008	Deputy Director: Strategy Co-ordination and Project Management	1	Filled	R311 358 pa (CTC)
2 February 2008	Deputy Director: FS - Radio Unit	1	Filled	R311 358 pa (CTC)
10 August 2008	Deputy Director: Strategy Co-ordination and Project Management	1	Filled	R344 052 pa (CTC)
10 August 2008	Assistant Director: Strategy Co-ordination and Project Management	1	Not filled	R174 243 pa
10 August 2008	Assistant Director: FS - Camera Person Audio Visual	2	Filled	R174 243 pa
10 August 2008	Assistant Director: Operational Services	1	Filled	R174 243 pa
19 October 2008	Deputy Director: FS - Events, Shows & Exhibition Management	1	Filled	R344 052 pa (CTC)
19 October 2008	Assistant Director: FS - Events & Exhibition Management	2	Not filled	R174 243 pa
19 October 2008	SFSO - Audio Visual Client Service Centre	1	Filled	R145 920 pa
2 November 2008	Assistant Director: FS - Media, Research Analysis and Speechwriting	2	Filled	R174 243 pa
<b>TOTAL</b>		<b>16</b>		
<b>DIRECTORATE: INTERNAL AUDIT</b>				
20 January 2008	Assistant Director: FAA - PA to the Chief Director: Internal Audit	1	Filled	R157 686 pa
8 June 2008	Deputy Director: Performance Audit	2	Filled	R311 358 pa (CTC)
8 June 2008	Assistant Director: Internal Audit	1	Filled	R157 686 pa
<b>TOTAL</b>		<b>4</b>		
<b>CHIEF DIRECTORATE: GENDER</b>				
2 March 2008	Deputy Director: Gender	1	Filled	R311 358 pa (CTC)
<b>TOTAL</b>		<b>1</b>		
<b>GRAND TOTAL</b>		<b>21</b>		



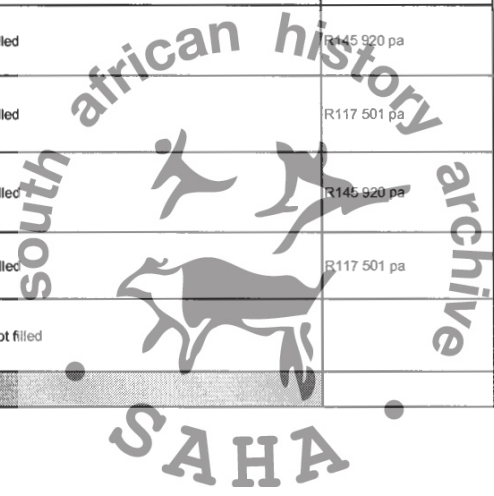
Recruitment Drive 2008

PROTOCOL				
Date advertised	Post	Number of posts	Remarks	Budget allocation
20 January 2008	Deputy Director: FS - Protocol Ceremonial	1	Filled	R311 358 pa (CTC)
20 January 2008	Assistant Director: Protocol Ceremonial	1	Filled	R157 686 pa
6 February 2008	Assistant Director: FS - 2010 Fifa World Cup	2	Not filled	R157 686 pa
6 February 2008	Chief Administration Clerk - State Visits	1	Not filled	
6 February 2008	Chief Administration Clerk - ORTIA	1	Not filled	
21 February 2008	Assistant Director: FS - SPL - ORTIA	2	Filled	R157 686 pa
2 March 2008	SFAAO - SPL - ORTIA	1	Filled	R132 054 pa
27 March 2008	SFSAO - FIFA 2010	2	Filled	R132 054 pa
27 March 2008	SFAAO - Diplomatic Immunities	5	Filled	R132 054 pa
30 March 2008	Deputy Director: FAA (PA to Chief of State Protocol)	1	Filled	R311 358 pa (CTC)
30 March 2008	Deputy Director: FS - FIFA 2010	1	Filled	R311 358 pa (CTC)
30 March 2008	Assistant Director: FS - FIFA 2010	2	Filled	R157 686 pa
30 March 2008	Assistant Director: FS - State & Official Visits	1	Filled	R157 686 pa
30 March 2008	Chief Administration Clerk (Caterer) - SPL ORTIA	1	Filled	R106335 pa
30 March 2008	Assistant Director: FS - Conferences	1	Filled	R157 686 pa
25 July 2008	Assistant Director: FAA (PA to the Chief of State Protocol)	1	Filled	R174 243 pa
25 July 2008	Assistant Director: FS (Protocol Ceremonial)	1	Filled	R174 243 pa
25 July 2008	Assistant Director: FAA (Diplomatic Immunities and Privileges)	1	Filled	R174 243 pa
25 July 2008	Snr Foreign Affairs Administration Officer (Diplomatic Immunities and Privileges)	2	Filled	R145 920 pa



Recruitment Drive 2008

PROTOCOL				
Date advertised	Post	Number of posts	Remarks	Budget allocation
25 July 2008	Chief Administration Clerk (Diplomatic Immunities and Privileges)	2	Filled	R117 501 pa
27 August 2008	Chief Administration Clerk - State Visits	1	Filled	R117 501 pa
27 August 2008	Assistant Household Supervisor	1	Filled	R94 326 pa
8 October 2008	Principial Housekeeper	1	Filled	R76 194 pa
19 October 2008	Assistant Director: FS (State & Official Visits)	1	Filled	R174 243 pa
19 October 2008	Deputy Director: FS (SPL - Diplomatic Permit Office - ORTIA)	1	Filled	R344 052 pa (CTC)
19 October 2008	Assistant Director: Supply Chain Management (SPL - ORTIA)	1	Not filled	
19 October 2008	SFAAO (SPL & Diplomatic Permit Officer - ORTIA)	1	Filled	R145 920 pa
19 October 2008	Chief Admin Clerk (Catering/ Reception) SPL CTIA	2	Filled	R117 501 pa
27 October 2008	SFSO - Protocol Ceremonial & Guesthouses	1	Filled	R145 920 pa
27 October 2008	FAAO - Protocol Ceremonial & Guesthouses	1	Filled	R117 501 pa
27 October 2008	Chief Provisioning Administration Clerk - State Protocol Lounges	2	Not filled	
<b>Total</b>		<b>43</b>		





RECRUITMENT DRIVE 2008

DIFFERENT BRANCHES (DD TO CFAA)				
Date advertised	Post	Number of posts	Remarks	Budget allocation
<b>DIFFERENT BRANCHES (DD TO CFAA)</b>				
20 January 2008	Deputy Director: FS (Various)	28	Filled	R311 358 pa (CTC)
20 January 2008	Assistant Director: FS (Various)	69	Filled	R157 686 pa
20 January 2008	Senior Secretaries Grade IV to Chief Directors (various)	3	Filled	R106 335 pa
20 January 2008	Senior Secretaries Grade II to Directors (various)	10	Filled	R68 955 pa
6 February 2008	Assistant Director (PA to the Chief Directors)	8	Filled	R157 686 pa
6 February 2008	Senior Administrative Support Officer (PA to Directors)	3	Filled	R132 054 pa
<b>TOTAL</b>		<b>121</b>		
<b>Multilateral</b>				
20 January 2008	Deputy Director: FS (Office of Ambassador AS Minty)	1	Filled	R311 358 pa (CTC)
<b>TOTAL</b>		<b>1</b>		
<b>GRANDTOTAL</b>		<b>122</b>		



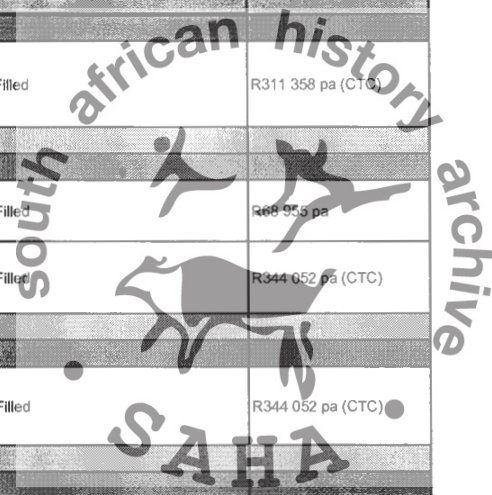
Recruitment Drive - 2008

BRANCH: DIPLOMATIC TRAINING, POLICY RESEARCH AND ANALYSIS				
Date advertised	Post	Number of posts	Remarks	Budget allocation
<b>DIRECTORATE: LANGUAGE INSTITUTE</b>				
20 January 2008	Deputy Director: Interpreter / Translator	1	Filled	R311 358 pa (CTC)
20 January 2008	Assistant Director: FS - French Language Trainer	2	Filled	R157 686 pa
20 July 2008	Deputy Director: FS (PA to DDG: Diplomatic Training, Research and Development)	1	Filled	R344 052 pa (CTC)
<b>Total:</b>		<b>4</b>		
<b>DIRECTORATE: QUALITY ASSURANCE</b>				
2 March 2008	Assistant Director: Quality Assurance	1	Filled	R157 686 pa
<b>Total:</b>		<b>1</b>		
<b>DIRECTORATE: ADMINISTRATION TRAINING</b>				
19 October 2008	Assistant Director: FAA (Administration Training)	1	Filled with a returning official	
19 October 2008	Chief Admin Clerk (Training Officer)	1	Filled with a returning official	
<b>Total:</b>		<b>2</b>		
<b>GRANDTOTAL:</b>				



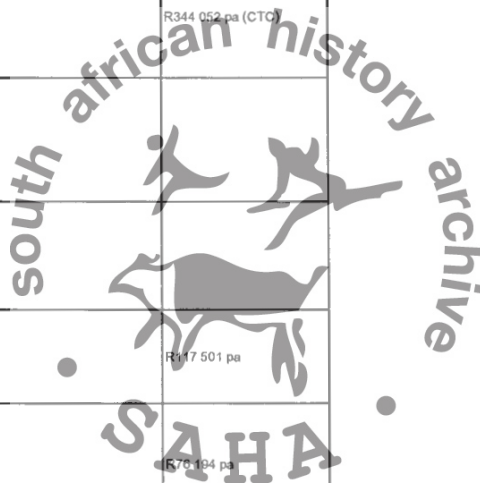
Recruitment Drive 2008

BRANCH: HUMAN RESOURCES MANAGEMENT				
Date advertised	Post	Number of posts	Remarks	Budget allocation
<b>DIRECTORATE: FSMRA</b>				
20 January 2008	Deputy Director: Foreign Service Conditions	1	Not to be filled - restructuring	
20 January 2008	Assistant Director: Foreign Service Conditions	2	Filled	R157 686 pa
<b>Total</b>		<b>3</b>		
<b>OFFICE OF THE CHIEF DIRECTOR: HR</b>				
20 January 2008	Deputy Director: HR Policy Unit	1	Not filled	
<b>Total</b>		<b>1</b>		
<b>DIRECTORATE: IARA</b>				
20 January 2008	Assistant Director: HR (ICoS)	1	Filled	R157 686 pa
January 2008	Human Resources Officer	12	Filled	R68 955 pa
<b>Total</b>		<b>13</b>		
<b>DIRECTORATE: EMPLOYEE WELL BEING</b>				
20 January 2008	Deputy Director: HR (Clinical Psychologist)	1	Filled	R311 358 pa (CTC)
<b>Total</b>		<b>1</b>		
<b>DIRECTORATE: LABOUR RELATIONS</b>				
7 February 2008	Administrative Clerk	1	Filled	R68 955 pa
20 July 2008	Deputy Director - Investigations Officer	1	Filled	R344 052 pa (CTC)
<b>Total</b>		<b>2</b>		
<b>DIRECTORATE: Organisational Development and Transformation</b>				
6 July 2008	Deputy Director: Organisational Development	1	Filled	R344 052 pa (CTC)
<b>Total</b>		<b>1</b>		
<b>GRANDTOTAL</b>		<b>21</b>		

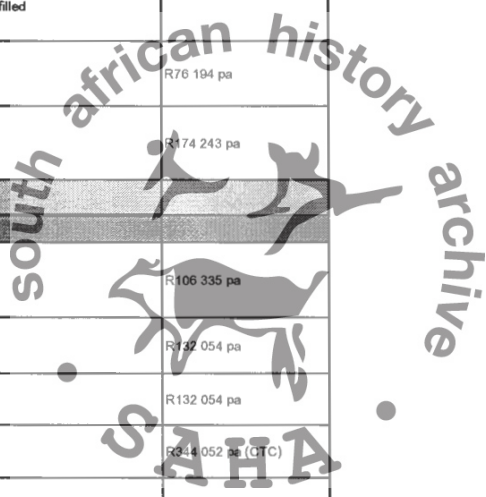




BRANCH: CORPORATE SERVICES				
Date advertised	Post	Number of posts	Remarks	Budget allocation
<b>CHIEF DIRECTORATE: CHIEF FINANCIAL OFFICER</b>				
20 January 2008	Assistant Director: FM (Sub directorate: Debtor Management, Expenditure, Treasurership and Financial Support (2), Financial policy and PFMA Monitoring)	5	Filled	R157 686 pa
20 January 2008	State Accountant (Sub-directorate: HO Expenditure, Financial Policy and PFMA Monitoring (3), Treasurership and Financial Support	5	Filled	R106 335 pa
11 March 2008	Registry Clerk	2	Filled	R68 955 pa
30 May 2008	State Accountant	5	Filled	R106 335 pa
1 October 2008	Deputy Director: Financial Management	1	Filled	R344 052 pa (CTO)
1 October 2008	Assistant Director: Financial Management - Salaries	1	Not filled	
1 October 2008	Assistant Director: Financial Management - Treasurership & Financial Support	1	Not filled	
1 October 2008	State Accountant - Financial Management	1	Filled	R117 501 pa
1 October 2008	Senior Accounting Clerk Grade II - Financial Control Mission Accounts (5), Head Office Expenditure (2) Bookkeeping (1)	8	Filled	R70 194 pa
<b>TOTAL</b>		<b>29</b>		
<b>CHIEF DIRECTORATE: CORPORATE SERVICES</b>				
20 January 2008	Assistant Director: FAA (Development, Strategy and Legalisation)	1	Filled	R157 686 pa
6 February 2008	Foreign Affairs Administrative Officer - Development, Strategy and Legalisation	1	Filled	R106 335 pa
6 February 2008	Chief Administration Clerk - Development, Strategy and Legalisation	2	Filled	R106 335 pa
6 June 2008	Chief Administration Clerk - Development, Strategy and Legalisation	1	Filled	R117 501 pa
24 August 2008	Assistant Director: FAA (Development, Strategy and Legalisation)	1	Filled	R174 243 pa
<b>TOTAL</b>		<b>6</b>		



BRANCH: CORPORATE SERVICES				
Date advertised	Post	Number of posts	Remarks	Budget allocation
<b>CHIEF DIRECTORATE: PROPERTY &amp; FACILITIES MANAGEMENT</b>				
20 January 2008	Assistant Director: FAA (General Administration - Fleet Management & Transport)	1	Filled	R157 686 pa
20 January 2008	Chief Administration Clerk	1	Not filled	R106 335 pa
13 July 2008	Assistant Director: Facilities Management	2	Filled	R174 243 pa
<b>TOTAL</b>		<b>4</b>		
<b>DIRECTORATE: SECURITY</b>				
20 January 2008	Assistant Director: FAA (Vetting)	3	Filled	R157 686 pa
20 January 2008	Assistant Director: FAA - Mail Distribution	1	Filled	R157 686 pa
20 January 2008	Chief Administration Clerk - Mail Distribution	1	Filled	R106 335 pa
27 October 2008	AFAAO - Information & Mission Security	4	Post not filled	
27 October 2008	Chief Security Officer - Operational Security	3	Filled	R76 194 pa
1 October 2008	Assistant Director: Operational Security	1	Not filled	R174 243 pa
<b>TOTAL</b>		<b>13</b>		
<b>DIRECTORATE: SUPPLY CHAIN MANAGEMENT</b>				
20 January 2008	Provisioning Administration Officer	3	Filled	R106 335 pa
20 January 2008	Senior Provisioning Administration Officer - Customer Centre	3	Filled	R132 054 pa
20 January 2008	Senior Provisioning Administration Officer - Demand Management	1	Filled	R132 054 pa
13 July 2008	Deputy Director: Records Management	1	Filled	R344 052 pa (CTC)
13 July 2008	Chief Administration Clerk (Archives & Records Management)	3	Filled	R117 501 pa
13 July 2008	Chief Provisioning Administration Clerk (Inventory Control)	5	Filled	R117 501 pa
13 July 2008	Chief Administration Clerk - Library Assistant	2	Filled	R117 501 pa
13 July 2008	Deputy Director: Supply Chain Management Control	1	Filled	R344 052 pa (CTC)
13 July 2008	Assistant Director: Supply Chain Management	2	Filled	R174 243 pa
13 July 2008	Assistant Director: PA to Chief Director - Supply Chain Management and Chief Director: Financial Management	2	Filled	R174 243 pa
28 November 2008	Provisioning Administration Clerks	7	Filled	R64 410 pa
<b>TOTAL</b>		<b>30</b>		
<b>GRANDTOTAL</b>		<b>62</b>		



Recruitment Drive 2008

DECENTRALISED POSTS				
Date advertised	Post	Number of posts	Remarks	Budget allocation
20 January 2008	Deputy Director: Corporate Services	2	Filled	R311 358 pa (CTC)
20 January 2008	Assistant Director: Financial Management	4	Filled	R157 686 pa
20 January 2008	Assistant Director: Registry	1	Not filled	
28 July 2008	Chief Registry Clerk	1	Filled	R117 501 pa
19 September 2008	Personnel Practitioner (Multilateral)	1	Filled	R117 501 pa
<b>TOTAL</b>		<b>9</b>		



## 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 plans.

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 Joint National Commissions Conferences Meetings Workshops Internet		Captured in Business Unit's Business Plans	Outlined under Programme 2 & 3

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 dfa website	Outlined under Programme 3

Table 1.5 - Complaints mechanism

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

### 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.



TABLE 2.1 – Personnel cost by programme, 2007-2008

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	1 181 310	168 481	3 353	12 995	14	76
Programme 2	2 122 812	1 073 244	754	397	50	484
Programme 3	141 547	51 430	20	147	36	23
Total	3 445 669	1 293 155	4 127	13 539	100	278

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	1 293 155	38	278
Total	1 293 155	58	278

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, 2007-2008

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	112 393	9	8 145	0.64	2 483	0.2	6 810	0.5
Programme 2	553 272	43	8 572	0.06	2 643	0.2	33 192	2.6
Programme 3	33 880	3	3 185	0.2	898	0.06	1 940	0.1
Total	699 545	54	12 185	0.95	6 024	0.50	41 942	3.2

### 3. Employment and Vacancies

The following tables summarise the number of posts in 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). Departments has 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 2008

Programme	Number of posts as at 31 March 08	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Programme 1	1015	945	6.9	0
Programme 2	1319	1089	17.4	0
Programme 3	310	183	41	0
Total	2644	2217	16.1	0



TABLE 3.2 – Employment and vacancies by salary bands, 31 March 2008

Salary band	Number of posts as at 31 March 08	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Lower skilled (Levels 1-2)	120	84	30	0
Skilled (Levels 3-5)	354	326	7.9	0
Highly skilled production (Levels 6-8)	714	576	19.3	0
Highly skilled supervision (Levels 9-12)	1194	987	17.3	0
Senior management (Levels 13-16)	259	241	6.9	0
Political Office Bearers	3	3	0	0
<b>Total</b>	<b>2644</b>	<b>2217</b>	<b>16.1</b>	<b>0</b>

TABLE 3.3 – Employment and vacancies by critical occupations as at 31 March 2008

Critical occupations	Number of posts as at 31 March 08	Number of posts filled	Vacancy Rate %	Number of posts filled additional to the establishment
Heads of Missions	121	113	6.6	0
Diplomatic Corps	146	121	16.9	0
Senior Management	146	121	17.1	0
<b>Total</b>	<b>413</b>	<b>355</b>	<b>15.5</b>	<b>0</b>

#### 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 2007 to 31 March 2008

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)	120	59	49.2	59	100	0	0
Skilled (Levels 3-5)	354	78	22	78	100	0	0
Highly skilled production (Levels 6-8)	714	33	4.6	2	6.1	0	0
Highly skilled supervision (Levels 9-12)	1194	71	5.9	2	2.8	0	0
Senior Management Service Band A	193	13	6.7	0	0	0	0
Senior Management Service Band B	53	0	0	0	0	0	0
Senior Management Service Band C	12	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
<b>Total</b>	<b>2641</b>	<b>254</b>	<b>9.6</b>	<b>141</b>	<b>55.5</b>	<b>0</b>	<b>0</b>

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 2007 to 31 March 2008

Beneficiaries	African	Indian	Coloured	White	Total
Female	32	1	2	0	35
Male	57	0	1	2	60
Total	89	1	3	2	95

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 2007 to 31 March 2008 (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 2007/ 08				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 2007 to 31 March 2008

Salary Band	Number of employees per band as on 1 April 2007	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Lower skilled (Levels 1-2)	169	8	29	16.38
Skilled (Levels 3-5)	216	58	39	14.23
Highly skilled production (Levels 6-8)	540	133	78	11.58
Highly skilled supervision (Levels 9-12)	911	76	46	5
Senior Management Service	237	5	19	8
Political Office Bearers	3	0	0	0
Total	2076	280	211	9

TABLE 5.2 – Annual turnover rates by critical occupation for the period 1 April 2007 to 31 March 2008

Occupation	Number of employees per occupation as on 1 April 2007	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate %
Heads of Mission	104	6	5	4.5
Diplomatic Corps	487	0	12	2.5
Senior Management	122	5	1	0.8
Total	713	11	18	2.5

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	8	3.8
Resignation	67	31.7
Expiry of contract	82	38.8
Dismissal – operational changes	0	0
Dismissal – misconduct	5	2.4
Dismissal – inefficiency	0	0
Discharged due to ill-health	1	0.5
Retirement (incl. Early and Medical Retire)	10	5.2
Transfers to other Public Service Departments	37	17.1
Voluntary Severance Package	1	0.5
<b>Total</b>	<b>211</b>	<b>100</b>
Total number of employees who left as a % of the total employment (2217) as at 31 March 2006		9

During the period under review, 211 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 production category (i.e. Levels 6-8). However, the Department recruited 280 employees on various levels to provide from the required human resources to fulfil the core business of Foreign Affairs. The net turnover of the Department translates into a gain of 3.32%.

Table 5.4 – Promotions by critical occupation

Occupation:	Employees as at 1 April 2007	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	104	0	0	68	65.4
Diplomatic Corps	487	1	0.2	376	77.2
Senior Management	122	13	13.9	94	77
<b>Total</b>	<b>713</b>	<b>18</b>	<b>2.6</b>	<b>538</b>	<b>75.5</b>

Table 5.5 – Promotions by salary band

Salary Band	Employees as at 1 April 2007	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)	169	0	0	93	55.02
Skilled (Levels 3-5)	216	2	0.9	168	77.8
Highly skilled production (Levels 6-8)	544	58	10.7	345	63.4
Highly skilled supervision (Levels 9-12)	913	71	7.8	468	51.3
Senior management (Levels 13-16)	244	18	7.6	132	54.1
Political Office Bearers	3	0	0	0	0
<b>Total</b>	<b>2085</b>	<b>149</b>	<b>7.14</b>	<b>1206</b>	<b>57.8</b>

## 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 2008

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	277	14	32	93	155	13	17	57	658
Professionals	84	7	4	14	63	2	4	23	201
Technicians and associate professionals	128	23	20	123	147	9	23	138	611
Clerks	89	3	2	9	287	20	7	92	509
Service and sales workers	52	4	0	5	31	2	1	1	96
Plant and machine operators and assemblers	21	1	0	0	1	0	0	0	23
Elementary Occupation	43	0	0	0	71	0	0	2	116
<b>Total</b>	<b>694</b>	<b>52</b>	<b>59</b>	<b>244</b>	<b>756</b>	<b>46</b>	<b>62</b>	<b>314</b>	<b>2217</b>
Employees with disabilities	9	1	1	2	7	1	0	3	34

6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands as at 31 March 2008

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	7	0	3	0	0	0	0	0	10
Senior Management	95	9	14	36	55	4	2	16	231
Professionally qualified and experienced specialists and mid-management	116	17	18	153	88	9	16	116	531
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	316	19	23	52	384	27	33	178	1032
Semi-skilled and discretionary decision making	128	7	0	3	179	6	1	2	326
Unskilled and defined decision making	32	0	0	0	51	0	0	1	84
<b>Total</b>	<b>694</b>	<b>52</b>	<b>59</b>	<b>244</b>	<b>756</b>	<b>46</b>	<b>62</b>	<b>314</b>	<b>2217</b>

6.3 Recruitment for the period 1 April 2007 to 31 March 2008

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	2	1	0	0	1	1	0	0	5
Professionally qualified and experienced specialists and mid-management	31	1	2	3	27	2	0	10	76
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	58	2	5	9	46	2	7	4	133
Semi-skilled and discretionary decision making	9	1	0	0	45	3	0	0	58
Unskilled and defined decision making	3	0	0	0	5	0	0	0	8
<b>Total</b>	<b>103</b>	<b>5</b>	<b>7</b>	<b>12</b>	<b>124</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>280</b>

#### 6.4 Promotions for the period 1 April 2007 to 31 March 2008

Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	2	0	1	0	0	0	0	0	3
Senior Management	3	1	3	4	4	0	0	0	15
Professionally qualified and experienced specialists and mid-management	22	3	3	9	20	3	2	9	71
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	14	0	0	1	34	1	1	8	58
Semi-skilled and discretionary decision making	0	0	0	0	2	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>41</b>	<b>4</b>	<b>7</b>	<b>13</b>	<b>60</b>	<b>4</b>	<b>3</b>	<b>17</b>	<b>149</b>

#### 6.5 Terminations for the period 1 April 2007 to 31 March 2008



Occupational Bands	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	1	0	0	0	1	1	0	0	3
Senior Management	7	2	0	1	5	1	0	0	16
Professionally qualified and experienced specialists and mid-management	8	1	1	3	5	1	0	2	21
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	43	1	1	9	32	1	2	14	103
Semi-skilled and discretionary decision making	11	1	0	0	26	0	0	1	39
Unskilled and defined decision making	15	0	0	0	14	0	0	0	29
<b>Total</b>	<b>85</b>	<b>5</b>	<b>2</b>	<b>13</b>	<b>83</b>	<b>4</b>	<b>2</b>	<b>17</b>	<b>211</b>

6.6 Skills development for the period 1 April 2007 to 31 March 2008

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	293	10	20	85	28	28	15	120	863
Professionals	10	1	0	1	20	0	0	4	36
Technicians and associate professionals	26	1	0	2	37	1	1	6	74
Clerks	253	14	0	20	43	14	1	37	773
Service and sales workers	94	1	0	4	57	1	3	0	160
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	15	0	0	0	48	0	0	0	63
<b>Total</b>	<b>691</b>	<b>27</b>	<b>26</b>	<b>113</b>	<b>881</b>	<b>44</b>	<b>20</b>	<b>167</b>	<b>1969</b>

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	108	691	16	1728	16
Female	95	756	13	1528	16
Indian					
Male	17	59	29	4218	25
Female	18	52	31	213	13
Coloured					
Male	17	52	33	166	10
Female	8	46	17	1477	18
White					
Male	89	244	33	1497	19
Female	99	314	35	1552	14
Total	450	2718	20	12,379	28

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
Lower skilled (Levels 1-2)	37	272	18.3	81 062	2 190
Skilled (Levels 3-5)	16	320	5	67 207	4 200
Highly skilled production (Levels 6-8)	96	405	23.7	591 223	6 158
Highly skilled supervision (Levels 9-12)	259	911	28.4	3 993 673	15 419
Total	408	1838	22.2	4 733 165	11 600

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 08	% of beneficiaries within occupation	Total Cost (R'000)	Average cost per employee (R'000)
Heads of Mission	13	113	11.50	554	43
Diplomatic Corps	46	512	9	1 538	33
Senior Management	29	121	24	1 307	45
Total	88	746	11.4	3 400	38

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	25	178	14	926	37	0.07
Band B	13	56	23	637	11	0.05
Band C	3	9	33.3	204	68	0.016
Band D	1	1	100	94	94	0.007
Total	42	244	17.2	1 861	82	0.14

## 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 2007 to 31 March 2008, per Branches

BRANCHES	1 April 2007		31 March 2008		Change	
	Number	% of total	Number	% of total	Number	% change
Africa Bilateral	775	34.64	812	33.35	37	4.77
Africa Multilateral	10	0.43	116	4.35	106	106
Asia & Middle East	476	21.28	539	22.14	63	13.24
Americas and Caribbean	319	14.26	330	13.55	11	3.45
Europe	561	25.08	608	24.97	47	8.38
Multilateral	106	4.74	40	1.64	-66	-62.26
Total	2237	100	2435	100	198	8.85

TABLE 8.2 – Foreign Workers, 31 March 2008 – Bonuses paid to Locally recruited personnel (LRP) employed in missions abroad

BRANCHES	31 March 2008	
	Expenditure (R'000)	% of total
Africa Bilateral	1142	16.05
Africa Multilateral	233	3.27
Asia & Middle East	1308	18.38
Americas and Caribbean	1978	27.79
Europe	2100	29.51
Multilateral	356	5.00
Total	7117	100

## 9. Leave utilisation for the period 1 January 2007 to 31 December 2007



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 2007 to 31 December 2007

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)	360	88.6	48	3.7	8	59
Skilled (Levels 3-5)	1340.5	87.6	179	13.9	7	272
Highly skilled production (Levels 6-8)	3144	77.5	388	30	8	1 336
Highly skilled supervision (Levels 9-12)	3874	62.8	584	45.1	7	3 173
Senior management (Levels 13-16)	605	85.45	94	7.3	6	1 251
<b>Total</b>	<b>9323.6</b>	<b>78.5</b>	<b>1293</b>	<b>100</b>	<b>7</b>	<b>6 081</b>

TABLE 9.2 – Disability leave (temporary and permanent), 1 January 2007 to 31 December 2007

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)	138	100	5	27.8	28	27
Skilled (Levels 3-5)	278	100	6	33.3	57	135
Highly skilled production (Levels 6-8)	108	100	6	33.3	21	108
Highly skilled supervision (Levels 9-12)	16	100	1	5.6	16	31
Senior management (Levels 13-16)	516	100	18	100	34	301
<b>Total</b>	<b>1 232</b>	<b>100</b>	<b>36</b>	<b>0</b>	<b>34</b>	<b>802</b>

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 2007 to 31 December 2007

Salary Bands	Total days taken	Average per employee
Lower skilled (Levels 1-2)	1 027	17
Skilled Levels 3-5)	4 545	26
Highly skilled production (Levels 6-8)	10 002	23
Highly skilled supervision (Levels 9-12)	1 964	38
Senior management (Levels 13-16)	4 422	39
<b>Total</b>	<b>21 960</b>	<b>19</b>

TABLE 9.4 – Capped leave, 1 January 2007 to 31 December 2007

Salary Bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2007
Lower skilled (Levels 1-2)	0	0	0
Skilled Levels 3-5)	13	2	55
Highly skilled production (Levels 6-8)	244	6	47
Highly skilled supervision (Levels 9-12)	772	8	60
Senior management (Levels 13-16)	82	9	91
<b>Total</b>	<b>1111</b>	<b>7</b>	<b>60</b>

TABLE 9.5 – Leave payouts for the leave period 1 January 2007 to 31 December 2007

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
Leave pay out for 2004/05 due to non-utilisation of leave for the previous cycle	66,3	77	861
Capped leave pay outs on termination of service for 2004/05	920	125	7 360
Current leave pay out on termination of service for 2004/05	168	35	4 800
<b>Total</b>	<b>1154,3</b>	<b>237</b>	<b>4870</b>

#### 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"> <li>- Education and Awareness</li> <li>- Condom distribution</li> </ul>

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		There is a dedicated Directorate comprising of 6 employees. The annual budget of R3 523 702 has been allocated. (Including Personnel expenditure)
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		Health & Wellness promotion. Management of HIV/Aids. Disability Management. Education & Training on Wellness issues Marketing of the programme.



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	Committee Members: Mr D Du Bisson (Union), Mr Colani (Union), Ms H Le Roux (Disability Forum), Ms R Mark (Gender Office), Ms S Chauke (Peer Educator), Ms P Seoposengwe (Peer Educator), Ms D Ellen (Peer Educator), Ms T Malepane (Peer Educator), Ms F Human (Peer Educator), Mr T Sandi (Peer Educator), Ambassador Lehoko (Management)
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	Recruitment & Selection Policy Incapacity Guidelines HIV/Aids Policy Employee Health & 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 a HIV/ Aids Policy Awareness & sensitisation sessions
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved	X	We conduct annual on-site Voluntary Counselling and Testing. Sixty one (61) employees tested in 2007/2008, one (1) of the employees tested positive.
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	Conducted the KAP Survey Business Plan reviews (Mid-term & Annual) Usage of condoms Evaluation forms

## 11. Labour Relations

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

TABLE 11.1 – Collective agreements, 1 April 2007 to 31 March 2008

Subject Matter	Date
None	

TABLE 11.2 – Disciplinary action for the period 1 April 2007 to 31 March 2008

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	10	3	1	2	3	0	1	2	22

TABLE 11.3 – Misconduct and disciplinary hearings finalised, 1 April 2007 to 31 March 2008

Outcomes of disciplinary hearings	Number	% of total
Written warning	3	14
Final written warning	6	27
Not Guilty	0	0
Demotion	0	0
Suspension without Pay	2	9
Dismissal	2	9
Case withdrawn	2	9
Resigned / Retired	7	32
<b>Total</b>	<b>22</b>	<b>100</b>

TABLE 11.4 – Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Gross Negligence/ Negligence	1	3
Insubordination	2	6
Assault/Fighting	2	6
Absenteeism	4	11
Abuse of State Property	1	3
Sleeping on Duty / Alcohol abuse	2	6
Unbecoming conduct / Bringing the Department into Disrepute	7	19
Theft/Forgery/Misrepresentation	8	22
Failure to follow procedures	7	19
Abuse of Diplomatic Privileges	2	6
<b>TOTAL</b>	<b>36</b>	<b>100</b>

TABLE 11.5 – Grievances lodged for the period 1 April 2007 to 31 March 2008

	Number	% of Total
Number of grievances resolved	16	76
Number of grievances not resolved	5	24
<b>Total number of grievances lodged</b>	<b>21</b>	<b>100</b>

TABLE 11.6 – Disputes lodged with Councils for the period 1 April 2007 to 31 March 2008

	Number	% of Total
Number of disputes upheld	0	0
Number of disputes dismissed	5	38
Number of disputes pending	6	46
Number of disputes settled	2	15
<b>Total number of disputes lodged</b>	<b>13</b>	<b>100</b>

TABLE 11.7 – Strike actions for the period 1 April 2007 to 31 March 2008

Total number of person working days lost	181
Total cost (R'000) of working days lost	59 435.05
Amount (R'000) recovered as a result of no work no pay	57 333.94

TABLE 11.8 – Precautionary suspensions for the period 1 April 2007 to 31 March 2008

Number of people suspended	5
Number of people whose suspension exceeded 30 days	2
Average number of days suspended	96
Cost (R'000) of suspensions	67 791.77

## 12. Skills development

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

### 12.1 Training needs identified 1 April 2007 to 31 March 2008

Occupational Categories	Gender	Number of employees as at 1 April 2007	Training needs identified at start of reporting period			
			Leaverships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	483	0	383	0	383
	Male	630	0	332	0	332
Professionals	Female	26	13	21	0	34
	Male	22	12	21	0	33
Technicians and associate professionals	Female	12	0	21	0	21
	Male	18	0	28	0	28
Clerks	Female	436	0	481	3	484
	Male	192	0	222	3	225
Service and sales workers	Female	80	0	47	46	93
	Male	70	0	110	46	156
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	6	0	0	0	0
	Male	30	0	0	0	0
Elementary occupations	Female	51	0	0	58	58
	Male	37	0	0	15	15
Gender Sub Totals	Female	1 074	13	953	107	1 073
	Male	999	12	713	64	789
<b>Total</b>		<b>2 073</b>	<b>25</b>	<b>1 666</b>	<b>171</b>	<b>1 862</b>



12.2 Training provided 1 April 2007 to 31 March 2008

Occupational Categories	Gender	Number of employees as at 1 April 2007	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	483	0	448	0	448
	Male	630	0	415	0	415
Professionals	Female	26	10	14	0	24
	Male	22	5	7	0	12
Technicians and associate professionals	Female	12	0	45	0	45
	Male	18	0	29	0	29
Clerks	Female	436	0	450	36	486
	Male	192	0	234	53	287
Service and sales workers	Female	60	0	61	0	61
	Male	70	0	99	0	99
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	6	0	0	0	0
	Male	30	0	0	0	0
Elementary occupations	Female	61	0	18	30	48
	Male	37	0	5	10	15
Gender Sub Totals	Female	1 074	10	1 036	66	1 112
	Male	899	5	789	63	857
<b>Total</b>		<b>2 073</b>	<b>15</b>	<b>1 825</b>	<b>129</b>	<b>1 969</b>

13. Injury on duty

The following tables provide basic information on injury on duty.

TABLE 13.1 – Injury on duty, 1 April 2007 to 31 March 2008

Nature of injury on duty	Number	% of total
Required basic medical attention only	10	100%
Temporary Total Disablement	0	0%
Permanent Disablement	0	0%
Fatal	0	0%
<b>Total</b>	<b>10</b>	<b>100%</b>

#### 14. Utilisation of Consultants

Table 14. 1: Report on consultant appointments using appropriated funds

Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand
South African Quality Institute BCC36-07/08	Not specified	2/08/2007 until completion	199 500.00
Tony Manning BCC33-07/08. Facilitation & Development of Human Capital Management Strategy	Not specified	2/08/2007 until completion	180 120.00
TLN Human Performance System BCC79-07/08. Review the qualifications of the Foreign Service Institute	1 Consultant	Not specified	125 799.00
Experiential Technologies BCC74-07/08/DFA16-07/08. Development of a Customised Business Simulation	Not specified	Not specified	1 083 456.00
PAX Africa BCC100-07/08/DFA11-07/08	Not specified	10/03/2008 until completion	1 230 323.00
ICAS – Conducting the HIV and Aids KAP Survey	1 Consultant	2 months	70 866.69
Education Training and Counselling	3 Counsellors	3 days	25 705.68
HealthInSite	Not specified	12 months	91 341.00
Leap @ Life	Not specified	Not specified	5 700.00
Enhancement of Asset Management function Ngweni & Co	Not specified	90 days	1 245 945.00
<b>TOTAL</b>			<b>4 258 756.37</b>

