



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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Human Resource Services
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**TO: DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF EDUCATIONAL INSTITUTIONS**

HRM CIRCULAR No. 45 OF 2023

EMPLOYMENT EQUITY REPORT 2022/2023

1. In keeping with Section 21 of the Employment Equity Act, 1998 (Act no.55 of 1998), the Department is required to submit an Employment Equity Report to the Department of Labour by no later than 1 October of each year if reporting is done manually and for the online reporting its required by no later than 31 of January each year.
2. The Employment Equity Report for 2022/2023 financial year as signed off by the Head of Department is enclosed. This report has been submitted to the Department of Labour.
3. Kindly ensure that this Report is displayed, as required by the Employment Equity Act, at prominent places that are accessible to all employees.
4. Your co-operation in this regard will be appreciated.

MR G.N. NGCOBO
HEAD OF DEPARTMENT: EDUCATION

DATE: 27/11/23



PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS	
<p style="text-align: center;">↓</p> <p>PURPOSE OF THIS FORM</p> <p>This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.</p> <p>This form contains the format for employment equity reporting by designated employers to the Department of Labour.</p> <p>WHO COMPLETES THIS FORM?</p> <p>All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.</p> <p>WHEN SHOULD EMPLOYERS REPORT?</p> <p>Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.</p> <p>Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.</p> <p>SEND TO:</p> <p>Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001</p> <p>Online reporting: www.labour.gov.za Helpline: 0860101018</p> <p>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</p>	Trade name	KwaZulu Natal Department Education
	DTI registration name	KwaZulu Natal Department Education
	DTI registration number	52
	PAYE/SARS number	7550750287
	UIF reference number	0679/30-4
	EE reference number	17387
	Seta classification	Education, Training and Development Practices
	Industry/Sector	Community, Social and Personal Services
	Telephone number	033 846 5129
	Postal address	Private Bag X9137
		Pietermaritzburg
	Postal code	3200
	City/Town	Pietermaritzburg
	Province	KwaZulu Natal
	Physical address	228 Pietermaritzburg
		Pietermaritzburg
	Postal code	3200
	City/Town	Pietermaritzburg
	Province	KwaZulu Natal
	Details of CEO/Accounting Officer at the time of submitting this report	
Name and surname	Mr G.N. Ngcobo	
Telephone number	033 392 1004	
Fax number	033 392 1216	
Email address	Nkosinathi.Ngcobo@kzndoe.gov.za	
Details of Employment Equity Senior Manager at the time of submitting this report		
Name and Surname	Ms N.V. Hlongwane	
Telephone number	033 846 5129	
Fax number	033 846 5219	
Email address	Nokukhanya.Hlongwane@kzndoe.gov.za	
Business type		
<input type="checkbox"/> Private Sector	<input type="checkbox"/> State-Owned Enterprise	
<input type="checkbox"/> National Government	<input type="checkbox"/> Provincial Government	
<input type="checkbox"/> Local Government	<input type="checkbox"/> Educational Institution	
<input type="checkbox"/> Non-profit Organisation		
Information about the organisation at the time of submitting this report		
Number of employees in the organisation	<input type="checkbox"/> 150 or more	
Is your organisation an organ of State?	<input type="checkbox"/> Yes	
Is your organisation part of a group / holding company?	<input type="checkbox"/> No	
If yes, please provide the name	N/A	
Year for which this report is submitted	2022/2023	

Please indicate below the preceding twelve month period the report covers (*except for first time reporting where the period may be shorter*):

From (date): 1 April 2022 to (date): 31 March 2023

Please indicate below the duration of your current Employment Equity Plan:

From (date): 1 April 2019 to (date): 31 March 2024

PLEASE READ THIS FIRST

- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalisation (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. **Numerical goals** must include the entire workforce profile, and **NOT** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its Employment Equity Plan (EE Plan).
- i. **Numerical targets** must include the entire workforce profile, and **NOT** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must **not** leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

SECTION B: WORKFORCE PROFILE**1. WORKFORCE PROFILE**

1.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	0	1	0	1	0	0	0	0	0	4
Senior management	31	0	2	0	16	0	1	0	0	0	50
Professionally qualified and experienced specialists and mid-management	6159	87	937	173	7917	141	1520	424	1	0	17359
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	16508	72	903	210	47219	408	4390	1332	23	6	71071
Semi-skilled and discretionary decision making	3854	13	124	9	3469	46	223	116	0	0	7854
Unskilled and defined decision making	1010	5	33	6	1601	10	22	2	3	0	2692
TOTAL PERMANENT	27564	177	2000	398	60223	605	6156	1874	27	6	99030
Temporary employees	14821	30	193	16	55138	164	960	108	2	2	71434
GRAND TOTAL	42385	207	2193	414	11536	769	7116	1982	29	8	170464

1.2 Please report the total number of **employees with disabilities only** in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	5	1	2	0	14	0	4	2	0	0	28
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	0	5	0	0	0	0	0	8
Semi-skilled and discretionary decision making	0	0	1	0	1	1	0	0	0	0	3
Unskilled and defined decision making	0	0	1	0	0	0	0	0	0	0	1
TOTAL PERMANENT	8	1	4	0	20	1	4	2	0	0	40
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	8	1	4	0	20	1	4	2	0	0	40

SECTION C: WORKFORCE MOVEMENT

2. Recruitment

2.1. Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	1	0	0	0	0	0	2
Senior management	1	0	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	23	0	1	0	20	0	0	1	1	0	46
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1166	5	79	20	2932	33	383	97	0	0	4715
Semi-skilled and discretionary decision making	19	1	2	0	20	1	1	0	0	0	44
Unskilled and defined decision making	1	0	0	0	1	0	0	0	0	0	2
TOTAL PERMANENT	1211	6	82	20	2974	34	384	98	1	0	4810
Temporary employees	15378	29	209	26	40605	171	825	76	9	4	57332
GRAND TOTAL	16589	35	291	46	43579	205	1209	174	10	4	62142

3. Promotion

3.1. Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	1	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	246	178	24	21	893	992	25	0	0	0	2379
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	150	56	82	7	1273	806	26	7	9	5	2421
Semi-skilled and discretionary decision making	6	0	0	2	13	0	0	0	0	0	21
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	402	234	107	30	2179	1798	51	7	9	5	4822
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	402	234	107	30	2179	1798	51	7	9	5	4822

4. Termination

4.1. Please report the total number of terminations in each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	3	0	0	0	0	0	0	0	0	0	3
Senior management	1	0	1	0	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	305	8	133	14	572	18	192	54	1	0	1297
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	952	1	70	25	2725	19	247	124	0	0	4163
Semi-skilled and discretionary decision making	139	1	5	0	94	3	9	10	0	0	261
Unskilled and defined decision making	39	0	1	0	61	1	1	1	0	0	104
TOTAL PERMANENT	1439	10	210	39	3452	41	449	189	1	0	5830
Temporary employees	15919	46	419	34	40967	211	1270	105	13	4	58988
GRAND TOTAL	17358	56	629	73	44419	252	1719	294	14	4	64818

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

5.1. Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	127	0	7	1	532	5	12	2	686
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9	0	0	0	8	0	0	0	17
Semi-skilled and discretionary decision making	8	0	1	0	28	0	6	0	43
Unskilled and defined decision making	2	0	0	0	0	0	0	0	2
TOTAL PERMANENT	147	0	8	1	568	5	18	2	749
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	147	0	8	1	568	5	18	2	749

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical goals

6.1. Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile **including people with disabilities**) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	0	0	0	2	0	0	0	0	0	4
Senior management	21	1	4	2	19	0	2	1	0	0	50
Professionally qualified and experienced specialists and mid-management	7343	226	1267	573	6648	139	764	399	0	0	17359
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	30063	924	5188	2345	27220	569	3127	1635	0	0	71071
Semi-skilled and discretionary decision making	3322	102	573	259	3008	63	346	181	0	0	7854
Unskilled and defined decision making	1139	35	197	89	1031	22	118	62	0	0	2693
TOTAL PERMANENT	41890	1288	7229	3268	37928	793	4357	2278	0	0	99031
Temporary employees	30216	929	5215	2357	27359	571	3143	1643	0	0	71433
GRAND TOTAL	72106	2217	12444	5625	65287	1364	7500	3921	0	0	170464

7. Numerical targets

7.1. Please indicate the numerical targets as contained in the EE Plan (i.e. the entire workforce profile **including people with disabilities**) you project to achieve at the end of the next reporting cycle, in terms of occupational levels.

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	1	0	0	0	0	0	1
Senior management	0	1	2	2	3	0	1	1	0	0	10
Professionally qualified and experienced specialists and mid-management	1184	139	330	400	0	0	0	0	0	0	2053
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	13555	852	4285	2135	0	161	0	303	0	0	21291
Semi-skilled and discretionary decision making	0	89	449	250	0	17	123	65	0	0	993
Unskilled and defined decision making	129	30	163	83	0	12	96	60	0	0	573
TOTAL PERMANENT	14868	1111	5229	2870	4	190	220	429	0	0	24921
Temporary employees	15395	899	5022	2341	0	407	2183	1535	0	0	27782
GRAND TOTAL	30263	2010	10251	5211	0	597	2403	1964	0	0	52699

SECTION F: MONITORING & EVALUATION

8. Consultation

8.1. Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

Consultation	Yes	No
Consultative body or employment equity forum	X	
Registered trade union(s)	X	
Employees		X

9. Barriers and affirmative action measures

9.1. Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	BARRIERS		AFFIRMATIVE ACTION MEASURES		TIME-FRAME FOR IMPLEMENTATION OF AA MEASURES	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment procedures		NO		NO		
Advertising positions		NO		NO		
Selection criteria		NO		NO		
Appointments		NO		NO		
Job classification and grading		NO		NO		
Remuneration and benefits		NO		NO		
Terms & conditions of employment		NO		NO		
Job assignments		NO		NO		
Work environment and facilities		NO		NO		
Training and development		NO		NO		
Performance and evaluation		NO		NO		
Promotions		NO		NO		
Transfers		NO		NO		
Succession & experience planning		NO		NO		
Disciplinary measures		NO		NO		
Dismissals		NO		NO		
Retention of designated groups		NO		NO		
Corporate culture		NO		NO		
Reasonable accommodation		NO		NO		
HIV&AIDS prevention and wellness programmes		NO		NO		
Assigned senior manager(s) to manage EE implementation		NO		NO		
Budget allocation in support of employment equity goals		NO		NO		
Time off for employment equity consultative committee to meet		NO		NO		

10. Monitoring and evaluation of implementation

10.1. How regularly do you monitor progress on the implementation of the Employment Equity Plan?
Please choose one.

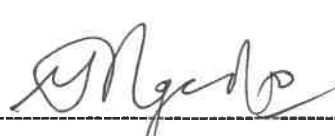
Monthly	Quarterly
	X

10.2. Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
	X	Financial constraints

SECTION G: Signature of the Chief Executive Officer/Accounting Officer

Chief Executive Officer/Accounting Officer	
I <u>GODFREY NKOSINATHI NGCOBO</u> (full Name) CEO/Accounting Officer of	

hereby declare that I have read, approved and authorized this report.	
Signed on this <u>27th</u> day of <u>NOVEMBER</u> (month) year <u>2023</u>	
At (place): <u>DURBAN</u>	
	

Chief Executive Officer/Accounting Officer	