



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.40 OF 2025

EMPLOYMENT EQUITY REPORT 2024/2025

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 2024/2025 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: 30/10/25

GROWING KWAZULU-NATAL TOGETHER



PLEASE READ THIS FIRST



PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Labour.

WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

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.

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.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

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	2024/2025

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 2024

to (date):

31 March 2025

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

From (date): 1 September 2025

to (date):

31 August 2030

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	4	0	1	0	1	0	0	0	0	0	6
Senior management	27	0	2	0	20	0	1	0	0	0	50
Professionally qualified and experienced specialists and mid-management	6173	77	697	145	8447	128	1243	348	1	0	17259
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	16778	65	850	190	46631	371	4153	1183	7	1	70229
Semi-skilled and discretionary decision making	3674	13	118	7	3346	41	204	95	0	0	7498
Unskilled and defined decision making	941	5	27	5	1474	6	16	2	0	0	2476
TOTAL PERMANENT	27597	160	1695	347	59919	546	5617	1628	8	1	97518
Temporary employees	3797	3	44	2	27287	63	420	54	0	2	31672
GRAND TOTAL	31394	163	1739	349	87206	609	6037	1682	8	3	129190

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	2	1	2	0	15	0	4	0	0	0	24
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	3	0	1	0	4	0	0	0	0	0	8
Unskilled and defined decision making	3	0	1	0	4	1	0	0	0	0	9
TOTAL PERMANENT	8	1	4	0	23	1	4	0	0	0	41
Temporary employees	0	0		0	2	0	0	0	0	0	2
GRAND TOTAL	8	1	4	0	25	1	4	0	0	0	43

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	0	0	1	0	0	0	0	0	0	0	1
Senior management	2	0	0	0	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	17	0	0	0	11	1	0	0	0	0	29
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1267	4	43	11	2566	15	105	32	0	0	4043
Semi-skilled and discretionary decision making	54	0	0	0	82	1	2	2	0	0	141
Unskilled and defined decision making	1	0	0	0	1	0	0	0	0	0	2
TOTAL PERMANENT	1341	4	44	11	2660	17	107	34	0	0	4218
Temporary employees	2550	14	80	7	5041	27	158	46	0	0	7923
GRAND TOTAL	3891	18	124	18	7701	44	265	80	0	0	12141

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	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	36	0	6	0	39	1	8	2	0	0	92
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	104	0	11	2	96	1	14	6	0	0	234
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	140	0	17	2	135	2	22	8	0	0	326
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	140	0	17	2	135	2	22	8	0	0	326

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	0	0	1	0	1	0	0	0	0	0	2
Senior management	5	0	0	0	1	0	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	339	6	129	13	649	12	150	49	0	0	1347
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	629	2	51	8	1722	23	164	78	0	0	2677
Semi-skilled and discretionary decision making	140	0	7	0	98	2	11	6	0	0	264
Unskilled and defined decision making	35	0	1	1	69	3	2	0	0	0	111
TOTAL PERMANENT	1148	8	189	22	2540	40	327	133	0	0	4407
Temporary employees	2346	16	89	11	4444	25	179	56	0	0	7166
GRAND TOTAL	3494	24	278	33	6984	65	506	189	0	0	11573

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	1	0	0	0	1	0	0	0	2
Senior management	5	0	0	0	6	0	1	0	12
Professionally qualified and experienced specialists and mid-management	32	0	0	0	563	2	12	2	611
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	0	0	0	37	1	5	0	57
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 PERMANENT	52	0	0	0	607	3	18	2	682
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	52	0	0	0	607	3	18	2	682

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	3	0	0	0	2	0	0	0	0	0	5
Senior management	21	1	4	2	19	0	2	1	0	0	50
Professionally qualified and experienced specialists and mid-management	7301	224	1260	570	6611	138	759	397	0	0	17260
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	29707	913	5127	2318	26898	562	3090	1615	0	0	70230
Semi-skilled and discretionary decision making	3172	97	547	247	2872	60	330	173	0	0	7498
Unskilled and defined decision making	1047	32	181	82	948	20	109	57	0	0	2476
TOTAL PERMANENT	41251	1267	7119	3219	37350	780	4290	2243	0	0	97519
Temporary employees	13397	412	2312	1045	12130	253	1394	728	0	0	31671
GRAND TOTAL	54648	1679	9431	4264	49480	1033	5684	2971	0	0	129190

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	0	0	1	1	0	0	7
Professionally qualified and experienced specialists and mid-management	1128	147	563	425	0	10	0	49	0	0	2322
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	12929	848	4277	2128	0	191	0	432	0	0	20805
Semi-skilled and discretionary decision making	0	84	429	240	0	19	126	78	0	0	976
Unskilled and defined decision making	106	27	154	77	0	14	93	55	0	0	526
TOTAL PERMANENT	14163	1107	5425	2872	1	234	220	615	0	0	24637
Temporary employees	9600	409	2268	1043	0	190	974	674	0	0	15158
GRAND TOTAL	23763	1516	7693	3915	1	424	1194	1289	0	0	39795

SECTION F: MONITORING & EVALUATION

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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

8 of 9 EEA2

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

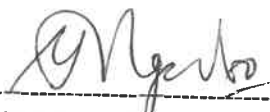
Chief Executive Officer/Accounting Officer

I, NKOSINATH NGCobo (full Name) CEO/Accounting Officer of

hereby declare that I have read, approved and authorized this report.

Signed on this 30th day of October (month) year 2025

At (place): PIETERMARITZBURG


Chief Executive Officer/Accounting Officer