



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.33 OF 2024


EMPLOYMENT EQUITY REPORT 2023/2024

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 2023/2024 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: 28/11/24



PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS	
<div style="text-align: center;">  </div> <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	2023/2024	

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 2023

to (date):

31 March 2024

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	3	0	1	0	2	0	0	0	0	0	6
Senior management	30	0	2	0	22	0	1	0	0	0	55
Professionally qualified and experienced specialists and mid-management	6204	84	821	157	8202	136	1347	377	1	0	17329
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	16440	65	879	196	46881	388	4314	1260	19	6	70448
Semi-skilled and discretionary decision making	3819	13	125	8	3446	43	216	104	2	0	7776
Unskilled and defined decision making	998	5	30	6	1571	10	19	2	0	0	2641
TOTAL PERMANENT	27494	167	1858	367	60124	577	5897	1743	22	6	98255
Temporary employees	3973	5	50	3	27471	65	421	63	1	2	32054
GRAND TOTAL	31467	172	1908	370	87595	642	6318	1806	23	8	130309

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	0	0	1	0	0	0	1	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	1	1	0	16	0	3	2	0	0	25
Semi-skilled and discretionary decision making	3	0	1	0	3	0	0	0	0	0	7
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	2	0	0	43
Temporary employees	0	0	0	0	1	0	0	0	0	0	1
GRAND TOTAL	8	1	4	0	24	1	4	2	0	0	44

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	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	3	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	314	11	103	12	569	7	176	47	0	0	1239
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	937	1	55	19	2536	31	242	120	0	0	3941
Semi-skilled and discretionary decision making	120	2	9	0	134	1	3	0	0	0	269
Unskilled and defined decision making	53	0	1	1	74	0	1	0	0	0	130
TOTAL PERMANENT	1424	14	168	32	3316	39	422	167	0	0	5582
Temporary employees	3088	13	79	20	20772	62	302	90	0	0	24426
GRAND TOTAL	4512	27	247	52	24088	101	724	257	0	0	30008

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	1	0	0	0	2	0	0	0	0	0	3
Senior management	0	0	0	0	2	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	3	0	3	0	6	0	1	0	0	0	13
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	153	3	42	5	140	5	45	8	0	0	401
Semi-skilled and discretionary decision making	404	4	30	3	566	9	67	15	0	0	1098
Unskilled and defined decision making	6	0	3	0	4	0	1	0	0	0	14
TOTAL PERMANENT	567	7	78	8	720	14	114	23	0	0	1531
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	567	7	78	8	720	14	114	23	0	0	1531

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	0	0	0	0	0	0	0	0	0
Senior management	2	0	1	0	0	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	316	11	104	12	573	7	177	48	0	0	1248
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	897	1	65	19	2512	34	269	125	0	0	3922
Semi-skilled and discretionary decision making	128	1	6	1	83	3	7	12	0	0	241
Unskilled and defined decision making	41	0	3	1	78	0	2	0	0	0	125
TOTAL PERMANENT	1384	13	179	33	3246	44	455	185	0	0	5539
Temporary employees	17797	39	245	32	46765	222	994	114	0	0	66208
GRAND TOTAL	19181	52	424	65	50011	266	1449	299	0	0	71747

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	0	0	0	0	1	0	0	0	1
Professionally qualified and experienced specialists and mid-management	868	5	5	0	371	5	6	0	1260
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	138	17	0	0	170	8	0	0	333
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1006	22	5	0	541	13	6	0	1594
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1006	22	5	0	541	13	6	0	1594

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	3	0	0	0	0	0	6
Senior management	23	1	4	2	21	0	3	1	0	0	55
Professionally qualified and experienced specialists and mid-management	7330	225	1265	572	6637	139	762	399	0	0	17329
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	29800	916	5143	2324	26981	564	3100	1620	0	0	70448
Semi-skilled and discretionary decision making	3289	101	568	257	2978	62	342	179	0	0	7776
Unskilled and defined decision making	1117	34	193	87	1012	21	116	61	0	0	2641
TOTAL PERMANENT	41562	1277	7173	3242	37632	786	4323	2260	0	0	98255
Temporary employees	13559	417	2340	1058	12277	256	1410	737	0	0	32054
GRAND TOTAL	55121	1694	9513	4300	49909	1042	5733	2997	0	0	130309

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	2	1	0	0	8
Professionally qualified and experienced specialists and mid-management	1126	141	444	415	0	3	0	22	0	0	2151
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	13360	851	4264	2128	0	176	0	360	0	0	21139
Semi-skilled and discretionary decision making	0	88	443	249	0	19	126	75	0	0	1000
Unskilled and defined decision making	119	29	163	81	0	11	97	59	0	0	559
TOTAL PERMANENT	14604	1110	5316	2876	1	209	225	517	0	0	24858
Temporary employees	9586	412	2290	1055	0	191	989	674	0	0	15197
GRAND TOTAL	24190	1522	7606	3931	1	400	1214	1191	0	0	40055

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

<p align="center">Chief Executive Officer/Accounting Officer</p> <p>I <u>GN NGCBO</u> (full Name) CEO/Accounting Officer of</p> <p>_____</p> <p>hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this <u>28th</u> day of <u>November</u> (month) year <u>2024</u></p> <p>At (place): _____</p> <p><u>GN</u></p> <p>Chief Executive Officer/Accounting Officer</p>	
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