

MPUMALANGA PROVINCIAL GOVERNMENT



Department of Public, Works Roads and Transport

EMPLOYMENT EQUITY POLICY

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ABBREVIATIONS

AA	Affirmative Actions
EEA	Employment Equity Act
EEC	Employment Equity Committee
HIV	Human Immunodeficiency Virus
HOD	Head of Department
MANCO	Management Committee
MEC	Member of Executive Council
MTEF	Medium Term Expenditure Framework
SMS	Senior Management Services

DEFINITIONS

Affirmative action	Blacks (African, Indian and Coloured), female and Beneficiaries disabled South Africans.
Affirmative Action	Laws, programmes or activities designed to redress present
Measures	imbalances and to ameliorate the conditions of individuals and groups which have been discriminated against on grounds of race, gender and disability.
Disadvantaged	Blacks (in the generic sense), youth, women (especially black women) and persons with disability.
Employment Equity	The elimination of unfair discrimination as well as the implementation of specific measures to accelerate the advancement of target groups towards the achievement of equality.
Empowerment	Providing people with the necessary tools and skills enabling them to do their jobs effectively.
Equal employment	The right to fundamental equality of opportunity among all persons and the right of every person to be treated fairly in seeking and maintaining employment.
Internal advertising:	Posts are advertised within the department or within the Public Service – depending on the level of the post and other factors, such as employment mobility and increase in representativeness.
Inter-cultural sensitivity	Is a programme which assists people from different demographic backgrounds and traditions to understand the damage that misinformation has done and which had been harmful to all human beings. Inter-cultural sensitivity aims at the unlearning of certain attitudes, beliefs, prejudices and practices and the undoing of certain institutionalised behaviour.

Management

To be seen broadly and to include supervisors.

Mentorship

Responsibility for the total development of the individual in the workplace

Middle Management

Assistant Director and Deputy Director or equivalent grading.

Nuances

Choices often have to be made between competing members from different sub-groups within the target group in the filling of a post. Consideration should be given to their relative disadvantaged status with the sector in which the post is created. For Example, in built environment and technical fields there is historical absence of women and blacks, and so women and blacks should be preferentially affirmed if they comply equally with the Key Performance Areas of the post or have capacity to acquire the said skills in a relatively short space of time. Another example would be, if the recommended candidate for a position is male and the second candidate is female and the unit where the appointment is to be made has more males than females then the female candidate automatically gets preference over the male for appointment.

Persons with Disability

Means persons who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.

Open advertising:

Posts are advertised nationally and are open to all employees and external applicants.

Target advertising:

Posts are advertised within a defined target area e.g. Pretoria, or among a defined group, e.g. the disabled.

Top Management

Members of the Senior Management Services.

Transfer:

Section 14(1) of the Public Service Act states that the Executing Authority may fill a post by authorizing the transfer of a member of staff from one section of a Department to another or from one Department to another if the officer concerned agrees and if such a transfer enhances employment equity objectives.

Representativeness

A state of having all racial groups of the South African community, regardless of race, gender and disability status represented in the employ of the Department in the various components, occupational class, and at each level. This should not only be interpreted on the basis of numbers but also of the type or nature of the posts occupied.

1. INTRODUCTION

The Department of Public Works, Roads and Transport intend to redress the imbalances of the past by ensuring that people or officials are not discriminated in terms of race, colour, gender and their physical being when it comes to employment opportunities.

2. OBJECTIVES

The objectives of this policy are to:

- 2.1. Speed up the creation of representivity and equity in the department,
- 2.2. Build an environment that supports and enable those who have been historically disadvantaged by unfair discrimination to fulfil their potential so that the department may derive the maximum benefit from their diverse skills and talents in order to improve service delivery
- 2.3. Remove all forms of unfair discrimination in employment practices.
- 2.4. Provide guidelines to management in terms of planning the future needs of human resources in the department within the context of the transformation policy of the public service.
- 2.5. Achieve equity in all staffing functions and the prevention of discriminatory acts of any nature, through.
 - 2.5.1. Up-skill and develop persons from the designated groups;
 - 2.5.2. Improve the quality of work life of the designated groups;
 - 2.5.3. Eliminate disparities arising from past inequalities;
 - 2.5.4. Facilitate conformity with the Employment Equity Act 1998 provisions;
 - 2.5.5. Have equitable demographic representation in all levels of employment;

3. REGULATORY FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa, 1996
- 3.2. Employment Equity Act, 1998;
- 3.3. The Public Service Act, 1994;
- 3.4. Public Service Act, 1997
- 3.5. Labour Relations Act, No 66 of 1995
- 3.6. White Paper on Affirmative Action in the Public Service, 1998
- 3.7. White Paper on Human Resource Management in the Public Service
- 3.8. Public Service Regulations, 2001
- 3.9. White Paper Training and Education
- 3.10. Skills Development Act, 1997
- 3.11. Basic Conditions of Employment Act, 1999
- 3.12. Departmental Employment Equity Plan for 2010 – 2013
- 3.13. Departmental Recruitment Policy
- 3.14. Departmental Training Policy



EXPANDED PUBLIC WORKS PROGRAMME



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4. SCOPE OF APPLICATION

This policy applicable to all employees and prospective employees of the Department of Public Works, Roads and Transport.

5. POLICY STATEMENT

The following shall be observed when implementing the Employment Equity Policy in all the staffing functions:

5.1. Management Practice Review

5.1.1. Human Resources Planning

The Human Resources Practices and Administration unit will develop MTEF Human Resource Plans in order to ensure that the future staffing needs of the Department are met. These Plans will include specific employment equity objectives and targets for achieving a representative workforce.

5.1.2. Recruitment process

5.1.2.1. The Programmes shall identify their future needs in terms of staffing.

5.1.2.2. The recruitment process shall be done in accordance with the recruitment policy of the department in place.

5.1.2.3. Care shall be taken that the requirements are not discriminatory on the basis of the following:

5.1.2.3.1. Race

5.1.2.3.2. Gender

5.1.2.3.3. HIV/AIDS status

5.1.2.3.4. Sexual orientation

5.1.2.3.5. Disability

5.1.2.3.6. Age

5.1.2.3.7. Language

5.1.2.3.8. Religion

5.1.2.3.9. Colour

5.1.2.4. The Department shall use a combination of objective methods and tools of recruitment including among others

5.1.2.4.1. Open advertising,

5.1.2.4.2. Targeted advertising,

5.1.2.4.3. Internal advertising and

5.1.2.4.4. Interdepartmental or intradepartmental transfer

5.1.2.4.5. Head hunting etc. to achieve the objectives of Employment Equity.

5.1.3. Selection process

5.1.3.1. The selection process shall be as outlined in the departmental recruitment policy and follow the guidelines prescribed for meeting the Affirmative Action targets as outlined in the Employment Equity Plan.

5.1.3.2. The candidate shall not be discriminated against or disadvantage on the grounds as in 5.1.2.3 above.

5.1.3.3. The Head of the Department shall consider the submitted plans from sections before approving any appointment, unless there is sufficient proof that there were no applications received from the targeted groups.

5.1.4. Short listing criteria

5.1.4.1. The short-listing criteria and process is as outlined in the Public Service Regulations Part VI D5 and the Departmental recruitment policy all of which are specifically seeking to achieve the Affirmative Action Targets of the Department as outlined in the Plan.

5.1.4.2. The Head of Human Resources Practices & Administration shall ascertain that members of the selection committee are representative in gender, race, knowledge and skills to the extent possible disability before the selection process takes place.

5.1.5. Promotion and upgrading of posts

All promotions and upgrading of posts should be done to ensure that they support the employment equity and affirmative action objectives.

5.1.6. Transfers

Transfers in line with the Public Service Regulations shall be used as a tool to achieve the affirmative action targets as stated in the plan.

5.2. Budget

A budget within the MTEF period shall be made for special programmes aimed at achieving the goals of the Affirmative action programme.

5.3. Organizational Behavior

Management shall be expected to adopt a participative and transparent management style and employees should be consulted on matters that affect their work and well being in the Department.

5.4. Affirmative Action Measures to be implemented

Management shall commit to ensuring the coaching and mentoring of young professionals to assist them in speedy registration as professionals.

5.5. Employment Equity Committee

- 5.5.1. A demographically representative Employment Equity Forum /committee shall be constituted to assist in monitoring compliance to policy implementation.
- 5.5.2. The Head of Department shall appoint the Employment Equity Committee members.
- 5.5.3. Implementation of the policy shall be continuously monitored by the Departmental Employment Equity Manager/Senior Manager to ensure compliance in all processes of staffing functions i.e. recruitment, selection, appointment, development and career advancement.

6. ROLES AND RESPONSIBILITIES

6.1. Head of Department

- 6.1.1. The Head of Department shall approve the policy and ensure that it is implemented as approved.
- 6.1.2. The Head of the Department shall approve Sectional Employment Equity Plans.
- 6.1.3. The Head of Department shall appoint members of the SMS to serve as Employment Equity Managers (.i.e. Implementation and Monitoring).

6.2. Senior General Manager: Corporate Strategy

The Senior General Manager shall;

- 6.2.1. Commit to effective human resource development strategies, including training and career development opportunities, to ensure that past imbalances in the Department are redressed.
- 6.2.2. Ensure that top management include Affirmative Action and staff development as key objectives in their business plans.
- 6.2.3. Monitor each Programme progress vis-à-vis set objectives, performance indicators, targets and time frames in the area of Affirmative Action on a regular basis. This will involve monitoring personnel composition, succession and career plans in each Programme, emphasising the

appointment, development and advancement of black people, women and disabled persons.

- 6.2.4. To ensure that employees have positive attitude towards Affirmative Action, employee development and employee expectations.

6.3. Human Resource Practices & Administration

- 6.3.1. To champion the development, implementation, monitoring, evaluation, review and reporting of the programme and progress thereof on behalf of the Senior General Manager: Corporate Strategy.
- 6.3.2. To develop specialised interventions and policies that will ensure successful implementation of the Affirmative Action programme

6.4. Employee Health & Wellness

- 6.4.1. Shall play a leading role in monitoring and ensuring implementation of the Employment Equity Plan in the Department.
- 6.4.2. Shall advice management on how best can the Employment Equity be implemented.
- 6.4.3. Shall report progress on Employment Equity to Management on Quarterly basis.
- 6.4.4. Shall assist in the developing specialised interventions and policies that will ensure successful implementation of the Affirmative Action programme.

6.5. Employment Equity Committee

The functions of the Committee shall include, but not necessarily be limited to, the following:

- 6.5.1. The monitoring and evaluation of the efficient and effective implementation of this policy document, as well as appropriate recommendations to the Head of the Department regarding employment equity and human resources.
- 6.5.2. The evaluation of progress in respect of employment of members of the previously disadvantaged groups.
- 6.5.3. The monitoring of appropriate training programmes that are aimed at empowering all employees in general and members of the designated groups in particular.
- 6.5.4. To ensure alignment of Employment Equity initiatives to all other Human Resources practices and transformation objectives.

6.6. General Managers and Senior Managers

The General Managers and Senior Managers shall be held accountable for progress with regard to representativeness in their programmes.

They should therefore ensure that: