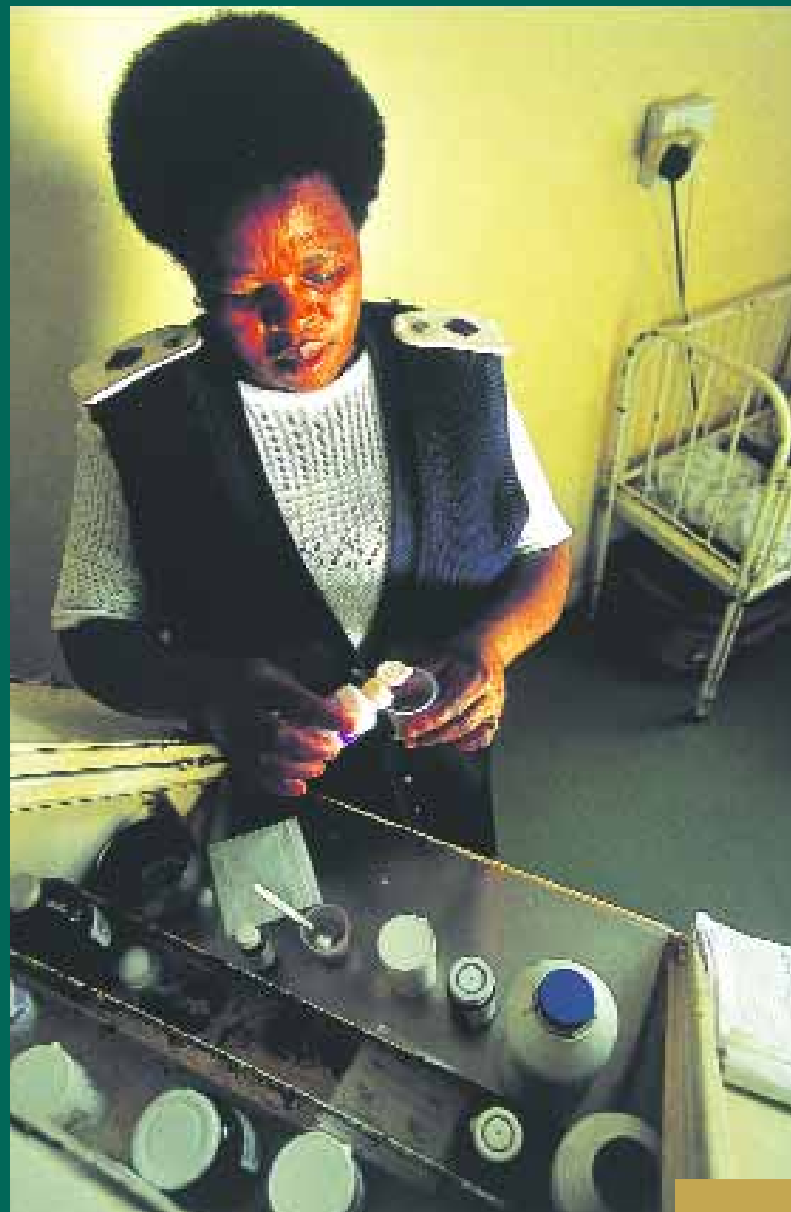


# Section 2

## Human Resource Management



# 9 Oversight Report on Human Resources

## HR OVERSIGHT STATISTICS FOR THE PERIOD APRIL 2004 TO MARCH 2005

### 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	N/A

### Details of Health Promotion and HIV and AIDS Programmes [tick Yes/No and provide required information]

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	X		Mr H J P Groenewald, Director: Human Resources Management. He is the chairperson of the departmental HIV and AIDS working group.
2. Does the department have a dedicated unit or have you designated specific staff members to promote health and well being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available.	X		Ms S More; Employee Assistant Programme officer. The Department has been unable to appoint an HIV and AIDS Co-ordinator due to unavailability of funds. There is no dedicated budget for Employee Assistance or HIV Programme but costs are covered from within other budgets in the Department.
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of the programme.	X		Ms S More is the Employee Assistant Programme Officer. The Department has been unable to appoint an HIV and AIDS Co-ordinator due to unavailability of funds. The EAP core service is to identify employees experiencing difficulties in the work environment, offer counselling, do referrals and follow-up.
4. Has the department established (a) committee(s) as contemplated in Part VI E5 (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		All Clusters are represented, together with a NEHAWU representative, PSA representative and the Chairperson Mr H J P Groenewald.



Question	Yes	No	Details, if yes
5. Has the department reviewed the employment policies and practices of your department 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		Yes. All departmental policies/ workplace guidelines are developed to ensure that no discrimination exists against employees on the basis of their HIV status, for example Recruitment and Leave 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		Employee policy on HIV and AIDS and STD in the work place is available and under review; Employees and prospective employees have the right to confidentiality with regard to their HIV and AIDS status.
7. Does the department encourage its employees to undergo Voluntary Counseling and Testing? If so, list the results that you have achieved.	X		On consultation with the Employee Assistant Programme officer and the Department's nurse, employees are counselled and encouraged to subject themselves to voluntary testing.
8. Has the department developed measures/ indicators to monitor & evaluate the impact of your health promotion programme? If so, list these measures/indicators.		X	The HIV and AIDS Committee is presently busy with measures to evaluate health promotion programmes, however, condom uptake in the Department has been monitored.

### Misconduct and Discipline Hearings Finalised

Outcomes of disciplinary hearings	Number	Percentage of Total	Total
Counselling	1	8.3	1
Written warning	0	0	0
Final written warning	2	16.7	2
Suspension without pay	3	25	3
Demotion	1	8.3	1
Dismissal	4	33.3	4
Not guilty	0	0	0
Case withdrawn	1	8.3	1
Total	12	100	12

NB: 1 employee had a combination of 4 sanctions and 1 employee had a combination of 2 sanctions.

### Types of Misconduct Addressed and Disciplinary Hearings

Type of misconduct	Number	% of total
Misuse of government vehicle	1	12.5
Unauthorised absence	3	37.5
Assault and intimidation	1	12.5
Unauthorised removal and/or possession of departmental property	2	25
Forgery and fraud	1	12.5
Total	8	100

### Grievances Lodged

Number of grievances addressed	Number	% of total
Resolved	5	55.6
Not resolved	4	44.4
Total	9	100

### Disputes Lodged

Number of disputes addressed	Number	% of total
Upheld	0	0
Dismissed	0	0
Total	0	0



## Strike Actions

### Strike Actions

Total number of person working days lost	0
Total cost(R'000) of working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

## Precautionary Suspensions

### Precautionary Suspensions

Number of people suspended	3
Number of people whose suspension exceeded 30 days	3
Average number of days suspended	155.67
Cost (R'000) of suspensions	approx R55 000

## Training Needs identified

Occupational Categories	Gender	Employment	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	29	0	13	0	13
	Male	28	0	5	1	6
Professionals	Female	313	0	53	11	64
	Male	225	0	45	11	56
Technicians and associate professionals	Female	0	0	0	0	0
	Male	0	0	0	0	0
Clerks	Female	287	0	164	45	209
	Male	124	0	193	23	216
Service and sales workers	Female	9	0	9	9	18
	Male	34	0	34	34	68
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	146	17	163
	Male	1	0	0	15	15
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	6	0	0	0	0
Elementary occupations	Female	69	0	69	67	136
	Male	56	0	56	59	115
Gender sub totals	Female	707	0	454	149	603
	Male	474	0	333	143	476
<b>Total</b>		<b>1 181</b>	<b>0</b>	<b>787</b>	<b>292</b>	<b>1 079</b>



## Training Provided

Occupational Categories	Gender	Employment	Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	29	0	15	1	45
	Male	28	0	4	2	34
Professionals	Female	313	0	121	11	445
	Male	225	0	87	11	323
Technicians and associate professionals	Female	0	0	31	17	48
	Male	0	0	14	15	29
Clerks	Female	287	0	75	45	407
	Male	124	0	32	23	179
Service and sales workers	Female	9	0	0	0	9
	Male	34	0	0	0	33
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	1	0	0	0	1
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	6	0	0	0	6
Elementary occupations	Female	69	0	2	1	72
	Male	56	0	9	3	68
Gender sub totals	Female	707	0	244	75	1 026
	Male	474	0	146	54	673
<b>Total</b>		<b>1 181</b>	<b>0</b>	<b>390</b>	<b>129</b>	<b>1 699</b>

## Injury on Duty

Nature of injury on duty	Number	% of total
Required basic medical attention only	8	100
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
Total	8	

### 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
Implementation of UPFS (uniform Patient Fee Schedule)	1	176	94 208
Co-sourcing of Internal Audit unit	10	312	1 719 740
Title fraud Hotline (Outsourced Project)	3	730	90 000
Development of a training manual on Quality Assurance	1	8	46 114
User guide to Primary Care Services	2	60	63 067.06
Compile and edit a National Supervision Conference report	1	6.5	11 700
Facilitating a Quality assurance workshop	1	1	3 739.22
Transfer of Medico Legal mortuaries from SAPS to DOH	1	126	706 606
Appointment of Mr Wessels to investigate organ trafficking	1	365	100 000
Development of norms for Child and Adolescent	4	300	341 936
Cuba Medical programme	1	731	401 406

### Analysis of consultant appointments using appropriated funds, i.t.o HDIs

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
Co-sourcing of Internal Audit unit	14.69%	20.82%	5
User Guide to Primary Health Care Services	33.30%	66.60%	1
Translation of the Mental Health Care Act into Xhosa	100.00%	100.00%	1
Translation and layout of the Down Syndrome pamphlet	100.00%	100.00%	10





### Report on consultant appointments using Donor funds

Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand
RFP- Development of an IT master plan and infrastructure solution (WHO funding)	1	20	349 76524
Expansion of TB/HIV/STI prevention care and support in South Africa (Belgium funding)	1	1 825 (5 years)	unknown
Paediatric consultant	1	212	278 047
Short term technical support for HIV surveillance	1	112	341 145
EU: Improve Primary Health Care Management Systems and Competencies in South Africa	10	224	13 658 210
WHO: Biennium technical support to the National Department of Health for the strengthening of the District Health System	5	60	332 200
EU: Technical assistance to improve and expand management capacity in selected health districts across five rural provinces	1	275	unknown
EU: Technical assistance to PHC managers, trainers and educators to strengthen and improve the capacity of nurses to province quality PHC services in the districts	1	275	2 192 463
EU: Developed tools on Human Resource for Health to support the District Health System with the particular focus on the rural nodes	1	275	unknown

Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
9	23	3 293	17 227 830.24



### Analysis of consultant appointments using Donor funds, i.t.o HDIs

Project Title	Percentage ownership by HDI groups	Percentage Management by HDI groups	Number of Consultants from HDI groups that work on the project
Short term technical support for HIV surveillance	100	100	1