



REPUBLIC OF NAMIBIA

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**MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION**

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**QUARTER : FOURTH (4<sup>TH</sup>) QUARTERLY REPORT**

**PERIOD : 01<sup>ST</sup> JANUARY - 31<sup>ST</sup> MARCH 2020**

**FINANCIAL YEAR : 2019/2020**

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## 1. EXECUTIVE SUMMARY

The fourth (4<sup>th</sup>) and last Quarter marks the end of the Financial Year 2019/2020, whereby activities as planned for the Financial Year have to be wrapped-up. A lot was planned by this Ministry in terms of shaping and maintaining sound labour relations, ensuring impartial dispute resolution to full employment creation in Namibia. However with limited sources and multiple challenges, not all could be achieved as planned and some activities have to be carried over to the next Financial Year for execution.

During the review period, the Ministry has recorded a big number of retrenchment as compared to other Quarters of the year. For the first time in history for the past five (5) years, a total of **1946** employees were retrenched in a single Quarter. This retrenchment episode involved **144** employers, whereby Khomas Region recorded a huge number of **1041** employees, followed by Erongo Region with **492** employees. According to the previous retrenchment statistics, some Regions such Kunene, Zambezi and Kavango-East have never reported retrenchment before, but during this Quarter, they have recorded **4**, **14** and **33** retrenchment respectively.

The world has been economically challenged by the emerging of COVID-19, which has directly affected the economies. Therefore a lot is anticipated in labour and employment sector, unless the situation is contained rapidly.

During the review period **2,244** jobseekers were registered, adding to an already high number of registered jobseekers available on the Ministry's employment (NIEIS) portal. The Ministry only managed to place **55** jobseekers this Quarters. It continues to engage employers to make use of the portal for recruitment as prescribed by law.

Namibia is no exception to violence and harassment in the world of work, which has a huge negative impact on labour. As a result, Namibia plans to ratify the International Labour Organisation (ILO) Convention No. 190 and its Recommendations No. 206. A High-Level Workshop for a common understand and action was held in Windhoek on those two Instruments.

During this Quarter, the Ministry carried out targeted workplace inspections in different sectors namely; Transport/Garages (**81**), Energy/Fuel (**92**), State- Owned Enterprises Industries (**65**) and Fishing Sectors (**24**). All Sectors recorded a satisfactory compliance level, whereby a minimum compliance of **67%** was recorded in Energy/Fuel Sector while Fishing Sector recorded a higher compliance level

of **92%**. The Central Regions recorded a good level of compliance in all the inspected sectors comparing to other Regions.

In order to ensure that the Affirmative Action Act is given effect by all employer, the Employment Equity Commission had **46** stakeholders' engagements during this Quarter while **42** workplace visit were also conducted.

This Summary therefore serves to unveil the entire Report as hereunder presented. Activities are reported under each respective Office/Directorate/Division falling under this Ministry, namely: Employment Equity Commission, Office of the Labour Commissioner, Directorate of Labour Services, Directorate of Labour Market Services, International Labour and Advice Division and finally, General Services Division.

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**SHINGUADJA, B.M.**  
**EXECUTIVE DIRECTOR**

## **A. EMPLOYMENT EQUITY COMMISSION (EEC)**

### **1. Ensure Effective Regulatory Framework**

#### **(a) Affirmative Action (AA) Act and Regulations Review**

The Commission has been engaged in the reviewing process of the Affirmative Action Act for the past 2-3 years. Several proposals were made and forwarded to the Minister and inputs were received during 2018/2019 Financial Year.

It was however discovered that other several important aspects in the Act were previously overlooked for possible amendments. A Committee was established to ensure that all inputs were incorporated and relooked at the Act to ensure that all loopholes are closed in order to resubmit the proposed amendments to the Minister. This exercise is anticipated to be finalized during the next Financial Year i.e. 2020/21

#### **(b) EEC Employer Guidelines and Forms Review**

The process of the amendment of the Act (outlined above) also includes a consideration of the AA Regulations, EEC Employer's Guidelines and prescribed Forms to ensure that the entire regulatory framework is aligned accordingly.

### **2. Creation of Decent Employment for All**

#### **2.1. Stakeholder Engagement, Training and Guidance**

- a) A total number of **46** stakeholder engagements were undertaken. This is below the target of **75** which was set for this Quarter and is attributable to many factors including budgetary constraints. Of these engagements, **19** were done in Zambezi Region while **27** were in Khomas Region. Stakeholder engagements essentially involved contact with employers, unions and individual employees for guidance and improvement of knowledge around the Act and the mandate of the Commission.
- b) A total of **42** workplace visits / inspections (above the set target of **20**) were carried out during this Quarter. During such visits/inspections, a number of complaints / allegations relating to the violation of the Act were attended to and relevant employers were educated on matters relating to the Act in order to enhance their understanding.

## **2.2. Compliance and Enforcement**

- a) Relevant employers are required to submit Reports every twelve months. A closer scrutiny of the submission trend over the past three (3) years shows that the timely submission of Affirmative Action Reports by relevant employers remains a challenge. Many however, usually fail to submit Reports on time or at all. It is therefore interesting to point out that, in the corresponding period for 2018/2019 a total of **242** AA Reports were submitted. Notably, a total of **248** AA Reports were received by the Commission during the corresponding period of 2019/20. This shows a slight increase of **6** AA Reports.
- (b) To enhance compliance, the Office has decided to develop a Non-Compliance Mitigation System which will not only be focusing on laying charges against non-compliant relevant employers but also, among others, constantly be reminding them to submit their Reports on time. Cases will however, be registered against relevant employers who will continue violating the provisions of the Act.

## **2.3. AA Report Review**

A total of **248** AA Reports (below the set target of 259) received were all processed. About **260** AA Reports, inclusive of **12** which were carried over from the previous Quarter were reviewed and/or presented to the Commission for consideration. These AA Reports covered about **61,472** employees. A total number of 221 AA Reports were approved during the period under review. The remaining **39** AA Reports were referred back to the Review Team for engagement with the specific relevant employers on the identified shortcomings.

## **2.4. Adherence to the Understudy Training Guidelines**

About **487** non-Namibian employees covered by the Reports which were received, reviewed and/or recommended during the review period were being understudied. This is above the set target of **450** and is not in line with the declining intent of this KPI and the desired state where the Commission would like to see more Namibians taking up employment with various relevant employers – thus leading to a decreasing number of non-Namibian employees employed by relevant employers in the country.

### **3. Effective Administration of the Act**

#### **3.1. EEC Case Management System (CMS)**

Established in 2017, the System aims to manage the entire AA Report submission process and help in Annual Report preparations and compilation. The Commission has identified several additional modules and improvements which will be further discussed and attended to through a Commission sub-committee to be appointed soon.

#### **3.2. Electronic Submission of AA Reports**

The Commission identified a serious need for electronic submission of AA Reports in view of the already functioning CMS which only requires some adjustments to be able to adopt electronic reporting. This will help to ensure timely submission, quick turn-around times, accuracy of information and the ability to prepare the Annual Report with much more ease. The ground work for the full design, development and implementation of this System has so far already been laid. Electronic submission will also allow the Commission to recommend the reduction of the current relevant employer threshold from **25** to **20** or even lower to **15** without huge burden on the administration. The paper based process and electronic submission will run parallel to enable those without means to still be able submit their Reports manually. The parallel process will be phased out eventually over time as it goes.

#### **3.3. Adherence to EEC Annual Report**

The Commission reached **45%** in the process of finalizing the 2018/19 EEC Annual Report. This is below the set target of **100%** and is attributed to among others, errors on data capturing and entry. In addition to the above, the Commission progressed to a **30%** milestone in the preparation of the 2019/20 EEC Annual Report.

#### **3.4. Research and Policy Development**

In line with its mandate, the Commission during the first Quarter identified the need to focus on research projects with the aim to making informed and well considered policy recommendations. For the present Financial Year, the Commission singled out research projects around persons with disabilities, understudy appointments and practices as areas in need of urgent interrogation. The Commission has established a Committee which will further deliberate on the matters for process, mapping and implementation.

### **3.5. Non-Relevant Employer (NRE) Status Confirmation Applications**

Presently, the receipt and processing of non-relevant applications is the second biggest activity next to AA Report Review undertaken by the Commission on a daily basis. Employers employing **24** and less usually approach the Commission on a daily basis to apply for confirmation of non-relevant employer status mostly for tendering purposes. In the present review period, the Commission dealt with **2400** such applications. This is above the set target of **1600** for this Quarter.

## **4. Operational Excellence**

### **4.1. Business Process Re-engineering**

A number of business processes re-engineering activities were identified for improved efficiency and service delivery. The first Quarter was devoted to process review. However, due to time constraints, the re-engineering of the identified processes and System improvements were not introduced during this Financial Year. The processes will therefore be done during the next Financial Year, 2020/2021.

### **4.2. Improve Customer Service delivery**

The Commission appears to be generally considered well organized and efficient. This notwithstanding the fact that, a customer service framework is to be developed to ensure improved and excellent service delivery. This will possibly be finalized during the next 2020/2021 Financial Year.



## **B. OFFICE OF THE LABOUR COMMISSIONER**

### **1. Case Management**

#### **1.1. New Referrals**

Altogether **935** referrals were received during the reporting period of which **731** cases were processed while **204** were rejected and/ or referred back for remedial action.

#### **1.1. Cases Handled**

A total number of **1510** cases were handled includes cases that were carried over from the previous Quarters. **833** cases (constituting **55%**) were resolved successfully, of which **611 (73%)** were resolved through conciliation while **222 (27%)** were resolved through arbitration.

Of the handled cases, **677 (45%)** were pending. The higher number of pending cases is caused by postponements either by the parties or arbitrators. Cases are postponed for various reasons, such as ongoing negotiations by the parties. This figure also includes cases which have been arbitrated (evidence already adduced), but awards were not yet issued, cases which were conciliated, but not yet arbitrated and cases which were partly arbitrated.

#### **1.2. Late Arbitration Awards**

The Labour Act, 2007 requires that arbitration awards must be issued within 30 days from conclusion of proceedings. The issuance of late awards continues unabated. The arbitrators with outstanding awards will attend to this during the lockdown period where they are expected to work from home of which, amongst others is to finalize such awards and issue them upon their returns to Offices.

#### **1.3. Appeals and Reviews**

The Labour Act, 2007 provides for appeals and reviews from arbitration awards. During the reporting period, a total number of **16** Appeals and **5** Reviews were lodged with the Labour Court and the outcomes are still pending.

## 2. Dismissal Arising from Collective Termination or Redundancy; Registrations of Trade Unions & Employers' Organizations; and Strikes and Lockouts.

### 2.1. Dismissal Arising from Collective Termination or Redundancy

A number of **1946** employees from **144** employers were retrenched during the period under review. The following table shows retrenchment per Region:

NAME OF THE REGION	NUMBER OF RETRENCHMENT
Khomas Region	1041
Erongo Region	492
Oshikoto Region	172
Hardap Region	68
Oshana Region	54
Otjizondjupa Region	46
Kavango- East Region	33
Karas Region	22
Zambezi Region	14
Kunene Region	4

### 2.2. Registration of Trade Unions and Employers Organizations, Constitution Amendment and Annual Returns

#### 2.2.1. Application for Registration

During the period under review **eight (8)** applications for registration of trade unions and employers' organisations were received. **Seven (7)** of these applications are from trade unions while **one (1)** is from employers' organisation. They are as follows:

#### (a) Trade Unions: Applications for registration

- National Resources and Allied Workers Union (NRALU);
- Namibia Martine Officers Union (NAMOU);
- Logistics and Chemicals Workers Union of Namibia (LOCWUN);
- Shop and Food Security Allied Workers (SFAW);
- Public Civil Service and Parastatal Union (PCSPU);
- Building, Manufacturing, Construction and Allied Workers Union (BMCAWU); and
- National Transport Union (NTU).

## **(b) Employers' Organisations: Application for registration**

- Consolidated Employers Organisation of Namibia

### **2.3. Obligations of Registered Trade Unions and Registered Employers' Organizations**

Every registered trade union and employers' organization has an obligation to submit its Annual Return within **six (6)** months after the end of its Financial Year. The current total numbers of registered trade unions are **forty two (42)**, **seventeen (17)** Employers' Organisations and **three (3)** Trade Union Federations.

Only the Teachers Union of Namibia (TUN) submitted its Annual Returns during the period under review, for previous years, namely: **2013/2014, 2014/2015, 2015/2016 and 2016/2017.**

Since the Office has noticed that some trade unions and employers' organisations have not been complying with the above requirement, letters demanding compliance as well as explanation to that effect were sent to them during the period under review. Their individual responses will be reviewed in the next Quarter.

### **2.4. Industrial Actions (Strikes/ Lockouts)**

There were no industrial actions reported to the Labour Commissioner during this period.

### **2.5. Consultations**

The Office was engaged in a consultative meeting with the members of the Communication Workers Union (CWU) and Independent Employers' Organisation regarding their obligations as per the Labour Act.

## C. DIRECTORATE OF LABOUR SERVICES

### 1. Division: Labour Inspectorate

#### 1.1. Complaints handled per Region

REGIONS	EXPECTED	ACTUAL	NO. OF COMPLAINTS RECEIVED	NO. OF COMPLAINTS RESOLVED	NO. OF COMPLAINTS PENDING	MONEY COLLECTED (N\$)
<b>Northern</b> (Ondangwa, Outapi, Eehanana, Oshakati);	100%	95%	143	133	7	111,637.38
<b>North East</b> (Katima Mulilo, Rundu, Grootfontein, Otavi, Nkurekure, and Tsumeb)	100%	87%	206	180	26	89,178.47
<b>North West</b> (Opuwo, Otjiwarongo, Outjo, Kamanjap and Khorixas);	100%	100%	48	48	0	55,494.00
<b>Southern</b> (Mariental, Keetmanshoop, Karasburg, Noordorwer, Roshpina, Oranjemund and Luderitz);	100%	91%	124	106	18	79,045.02
<b>Central</b> (Windhoek, Gobabis, Rehoboth, Okahandja, Omaruru, Swakopmund and Walvisbay).	100%	94%	540	508	32	340,322.00
<b>Divisional Performance</b>	<b>100%</b>	<b>91%</b>	<b>1067</b>	<b>975</b>	<b>83</b>	<b>675,676.87</b>

#### 1.2. Cases referred to the Office of Labour Commissioner for Arbitration/Conciliation

REGION	NUMBER OF CASES REFERRED	NATURE OF CASES REFERRED
<b>North East</b>	23	Unfair dismissals (section 33) and Non-payment (section 11)
<b>Southern</b>	9	
<b>North West</b>	0	
<b>Central</b>	29	
<b>Northern</b>	3	
<b>Total Referral to OLC</b>	<b>64</b>	

It was observed that the following sections of the Labour Act were most contravened: sections 11 (payment of remuneration); 37 (certificate of service) as well as sections 23, 24, 25, 26, 27 that deals with annual, sick, compassionate, maternity leave and extended maternity leaves respectively.

### 1.3. Inspections conducted per Region in Transport/Garages, Energy/Fuel and State Owned Enterprises Industries

#### 1.3.1. Transport/Garages

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES OF NON-COMPLIANCE ( OR IN CONTRAVENTIONS)	% OF COMPLIANCE	% OF NON-COMPLIANCE
North East	30	17	13	9	8	53%	47%
North West	4	7	-	6	1	86%	14%
Northern	14	18		17	1	94%	6%
Southern	8	12	-	6	6	50%	50%
Central	18	27	-	27	-	100%	0%
<b>Divisional Performance</b>	<b>74</b>	<b>81</b>	<b>13</b>	<b>65</b>	<b>16</b>	<b>80%</b>	<b>20%</b>

#### 3.1.2. Energy/Fuel Sector

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES NON-COMPLIANCE	% OF COMPLIANCE	% OF NON-COMPLIANCE
North East	20	11	-7	-	10	-	91%
North West	14	13	-1	12	1	92%	8%
Northern	14	19	-	11	8	58%	42%
Southern	16	18	-	10	8	56%	44%
Central	25	31	-	29	02	93%	7%
<b>Divisional Performance</b>	<b>89</b>	<b>92</b>	<b>-</b>	<b>62</b>	<b>29</b>	<b>67%</b>	<b>32%</b>

#### 3.1.3. State Owned Enterprises

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES NOT IN COMPLIANCE	% OF COMPLIANCE	% OF NON-COMPLIANCE
North West	14	12	-2	11	1	92%	8%
Central	18	9	-9	9	0	100%	-
North East	20	11	-9	9	2	82%	18%
Southern	16	15	-1	11	4	69%	31%
Northern	14	18	-	16	2	89%	11%
<b>Divisional Performance</b>	<b>82</b>	<b>65</b>	<b>17</b>	<b>56</b>	<b>9</b>	<b>86%</b>	<b>14%</b>

### 3.1.4. Fishing Sector

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES IN NON-COMPLIANCE	% OF COMPLIANCE	% NON-COMPLIANCE
<b>Southern</b>	4	4	-	2	2	50%	50%
<b>Central</b>	20	20	-	20	0	100%	-
<b>Divisional Performance</b>	24	24	-	22	2	92%	8%

During the above inspections, the following sections of the Labour Act were found not to be complied with:

- section 130 of not keeping records;
- section 17 of not paying overtime;
- section 16 of ordinary working hours;
- section 70 of collective agreement (minimum wage);
- section 21 non-payment of public holidays;
- section 22 of non-payment of Sundays;
- section 28 of provision of accommodation;
- section 12 of deductions (unauthorized deductions made);
- section 23 of annual leave;
- section 11 of payment of remuneration;
- section 19 of night work; and
- section 39 of employer duties of health, safety and welfare of employees.

### 4. Arbitration Awards Enforced

REGIONS	ARBITRATION AWARDS RECEIVED	ARBITRATION AWARDS SUCCESSFULLY ENFORCED TARGET %	ACTUAL	ARBITRATION AWARDS SENT FOR EXECUTION TARGET. %	ACTUAL	PENDING NO TRACE/ADDRESS
<b>North East</b>	0	0	0	0	0	0
<b>North West</b>	0	0	0	0	0	0
<b>Central</b>	49	100%	100%	100%	100%	8
<b>Southern</b>	0	0	0	0	0	0
<b>Northern</b>	6	100%	100%	100%	100%	-

The non-traceable of some employers /respondents still haunt the Ministry in terms of successfully enforcing the arbitration awards. Likewise, there is a need for clients to be sensitized on the

enforcement process and their role. The process for the filing of awards at the Labour Court is taking too long and this also contributes to a successful enforcement of the arbitration awards.

## **5. Stakeholders' Meetings**

Some meetings do coincide with workplace inspections at all workplaces visited and while other meetings are held at the same time whereby educational awareness is also done.

## **6. Code of Conduct for Labour Inspectors**

The Draft Code of Conduct has been finalised.

## **7. Draft National Inspection Policy Finalised**

Further guidance are awaited in this regard from the National Planning Commission.

## **2. Division: Occupational Health and Safety**

### **2.1. OSH Policy in Place**

#### **(a) The Finalization of OSH Policy**

The Draft Policy has been submitted to the Office of the Attorney General.

### **2.2. OSH Bill Developed**

The Ministry received ILO commitment to offer technical assistance in developing the OSH Bill. The Ministry is currently busy developing the Terms of Reference (TOR's) for the consultant.

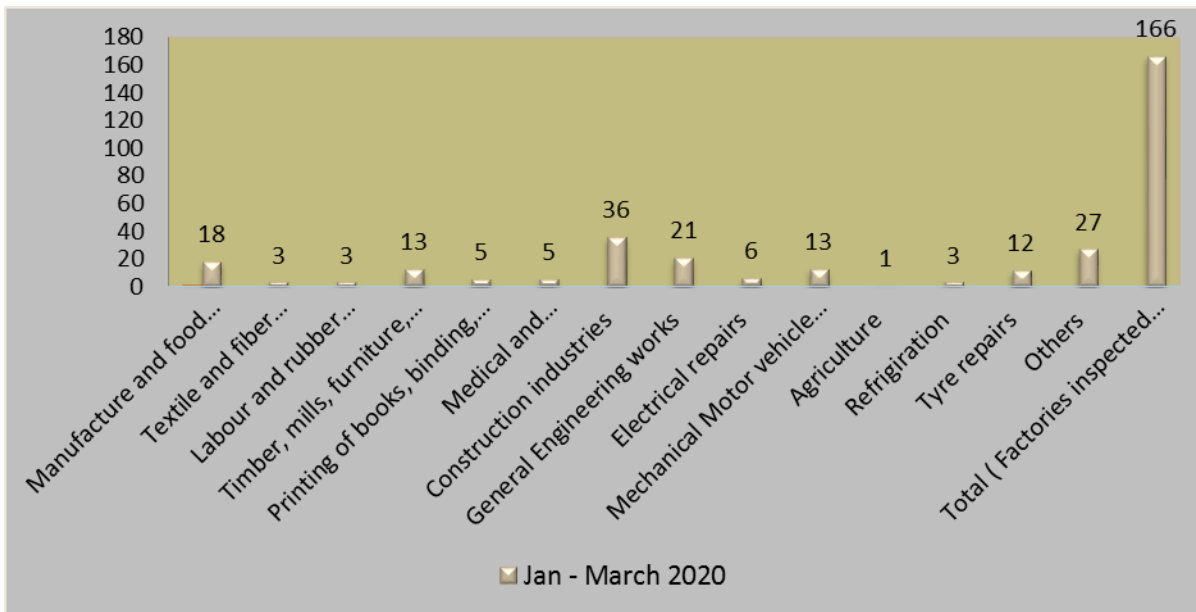
### **2.3. OSH Regulation in the Electrical Industry**

Following a presentation of the Draft Electrical Installation Regulations by the Stakeholders Working Committee to the Labour Advisory Council (LAC), the official response from the LAC recommends for the SWC Committee to conduct wider or broader consultation with affected stakeholders on the Draft Electrical Installation Regulations. The progress made thus far on the finalisation of the Regulation is **5%** of **20%** target.

## 2.4. Improved Compliance Level with Occupational Health & Safety Standards

### 2.4.1. Percentage of Workplaces Inspected for OSH Compliance

#### (a) Number of inspections Carried Out



**Figure 1: Countrywide Inspections per Economic Sector**

Of the targeted **285** inspections, **166 (58 %)** inspections were conducted at different industrial sectors of the economy. The total number of employees at the visited workplaces is **4,726**. Despite the set target not being achieved, high and medium risk classified industries such the Manufacturing and Food Preparation, Construction and General Engineering Sectors received a combined total of **75 (45 %)** inspections.

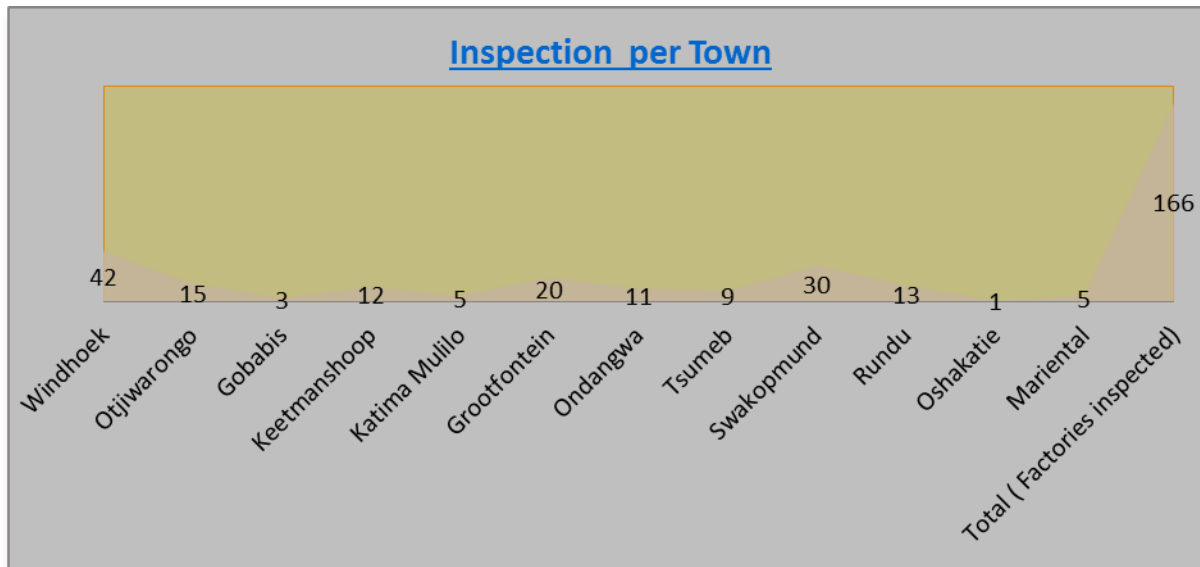
As reported during the previous Quarterly, contributing factors that might have led to the set target not being achieved still and have not been fully addressed is lack of staff at **three (3)** Regional Offices namely; Outjo, Oranjemund & Lüderitz. Lack of operational tools is facing **six (6)** Regional Offices namely; Grootfontein, Katima Mulilo, Otjiwarongo, Oshakati, Mariental, Swakopmund has also contributed to targets being not met.

The following are some of the common contraventions that were still found to be prevalent at most of the visited workplaces:

- employers failing to conduct Workplace Risk Assessments including developing OSH Policy and Programs guided by the Outcomes of such assessments;



- employers failing to send their employees for pre, periodical and post medical examinations especially in the high risk sectors such as the Construction Sector;
- employers failing to provide their employees with Personal Protective Equipment's;
- employers failing to report fatal and major accidents on time;
- fire extinguishers at workplaces that are not timely serviced as required;
- from the different inspected economic sectors, Construction Sector was found to be the most worrisome sector because, most of the employers in this sector are continuously failing to issue PPE to employees as last resort of prevention;
- due to the short term nature of most of construction jobs, employers are continuously failing to register their employees with the Social Security Commission (SSC); and
- most employers in Charcoal Sector fail to take their employees for medical examination considering that they are continuously exposed to hazardous working conditions.



**Figure 2: Countrywide Factory Inspections per Town**

**(b) Percentage of the Inspected Workplaces Complying with OSH Regulation's Selected Priority Areas**

The ultimate purpose of this KPI is to assess employers' compliance level with respect to certain selected priority areas in the OSH Regulation namely; the availability of the Occupational Health and Safety Policy, Proof of Risk Assessment being conducted, and the evidence of any Health & Safety Education & Training provided to the employees. From a total number of **166** inspections conducted, **19 %** workplaces which represents **21%** of the total inspection were found to be in good compliance.

The levels for average and poor compliance were recorded at **36 %** and **55 %** respectively. The set target of **60 %** has not been achieved.

<b>OSH COMPLIANCE LEVEL RATINGS (JAN - MARCH 2020)</b>				
<b>DIFFERENT SECTORS</b>	<b>COMPLIANCE LEVEL</b>			<b>TOTAL INSPECTIONS PER SECTOR</b>
	<b>GOOD</b>	<b>AVERAGE</b>	<b>POOR</b>	
Manufacture and food preparation	3	8	7	18
Textile and fibre processing, foods, weaving and apparel manufacturing	0	2	1	3
Labour and rubber products manufacture	1	1	1	3
Timber, mills, furniture, woodworking and care industries	1	2	10	13
Printing of books, binding, ruling, and engraving and manufacture of paper products.	1	0	4	5
Medical and Pharmaceutical preparation, soaps, cleansing, polishing, paint etc.	2	1	2	5
Construction industries	7	12	19	38
General Engineering works	2	11	6	19
Electrical repairs	0	4	2	6
Mechanical Motor vehicle repairs	0	4	9	13
Agriculture	0	1	0	1
Refrigeration	1	1	1	3
Tyre repairs	0	4	8	12
Others	13	9	5	27
<b>TOTAL for each rating</b>	<b>31</b>	<b>60</b>	<b>75</b>	<b>166</b>
<b>Total rating for each town</b>	<b>166</b>			
<b>Good Compliance rating %</b>	<b>18.7</b>			

**Figure 3: OSH Compliance Ratings per sector**

#### **2.4.2. Percentage of Reported Dangerous Incidents and Fatal Accidents fully Investigated**

The Ministry received **two (2)** fatal and **four (4)** major accident notifications from the Construction, Manufacturing and Food Preparation and State Owned Enterprise (Municipality) Sectors. The Ministry has also received **two (2)** Dangerous Occurrence Incident Notifications at Windhoek and Walvis Bay. The incident in Windhoek took place at Coca Cola Namibia Bottling Company (PTY) LTD when ammonia gas was accidentally released in the atmosphere while the one at Walvis Bay took place at

Seaflower Pelagic Processing (PTY) LTD when a highly concentrated carbon monoxide gas was accidentally released by an LPG Gas fired Forklift in the Factory Processing area.

Completed Accident Investigation Reports with recommendations (for the employers) on the **two (2)** of the **four (4)** reported major accidents at Salamis Island Investment Cc in Tsumeb and Agribank of Namibia in Otjiwarongo have been received, while the remaining two at Katima Mulilo State Hospital and Embwinda Fishing Company in Swakopmund were still being investigated. **Two (2)** Preliminary Incident Investigation Reports for the Walvis Bay Municipality's fatal accident as well as the Seaflower Pelagic Processing (PTY) LTD Dangerous Occurrence Incident have also been received. One complete Accident Investigation Report was received for the remaining Dangerous Occurrence Incident which took place at Coca Cola Namibia Bottling Company (PTY) LTD in Windhoek.

MAJOR ACCIDENTS REPORTED				
SECTORS	Tsumeb	Katima Mulilo	Otjiwarongo	Swakopmund
Construction	1	1	-	1
Manufacturing & Food Preparation	-	-	1	-
<b>TOTAL</b>	<b>4</b>			

Fig 4: Major Incident

FATAL ACCIDENTS REPORTED	
SECTORS	Walvis Bay
Local Authorities (Municipality)	2
<b>TOTAL</b>	Two (2) fatalities but one (1) report

Fig 5: Major incident

DANGEROUS OCCURRENCES		
SECTORS	Windhoek	Walvis Bay
Manufacturing & Food Preparation	1	1
<b>TOTAL</b>	<b>2</b>	

Fig 6: Dangerous Occurrences

### 2.4.3. Percentage of Registered OSH complaints Resolved

During the period under review, the Ministry received **eleven (11)** OSH related complaints from different sectors. The majority of this complains are old accident related cases that were never reported to the Ministry.

TOWN	NUMBER OF COMPLAINS	SECTOR	RESOLUTION STATUS
Tsumeb	1	<b>Salamis Island Investment Cc (Construction Sector):</b> Complain regarding unsafe working conditions (such as lack of PPE).	Not resolved – Recently received. Still being attended to.
Katima Mulilo	1	<b>Katima Mulilo State Hospital (Health Sector):</b> Complain regarding exposure to hazardous materials.	Resolved.
Keetmanshoop	4	Coleman Transport and TransNamib ( <b>Transport Sector</b> ); and Nexus Construction and Oluzizi Construction ( <b>Construction Sector</b> ): All these complains were received at the Luderitz Labour Office from employees of those companies.	<b>Not resolved</b> – Since the Luderitz OSH Inspector position is still vacant, the Keetmanshoop based inspector who is currently responsible for Luderitz could not attend to this complains due to unavailability of funds (S&T).
Otjiwarongo	1	<b>NAMDEB (Mining Sector):</b> Complain regarding an employee who has contracted an occupational disease.	<b>Resolved</b> – Referred to SSC & Ministry Health and Social Services.
	1	<b>Agribank of Namibia (Banking Sector):</b> An old injury sustained by a bank employee who is seeking compensation	<b>Resolved</b> – Referred to SSC.
	2	<b>Agriculture:</b> Both are old accident cases were employees are seeking compensation.	<b>Resolved</b> – Referred to SSC.
Swakopmund	1	<b>Embwinda Fishing Company (Fishing Sector):</b> Complain regarding unhygienic ablution facilities at the workplace.	<b>Not resolved</b> – Recently received. Still being attended to.

From the **eleven (11)** cases, **five (5)** were resolved, while **six (6)** were being attended to or will be attended at later stage when funds (S&T) are available. Only **45 %** of the **90%** target was achieved.

### 3. Other Statutory Requirements

#### 3.1. Improved Compliance Level with OSH Standards on Dangerous Machinery

##### 3.1.1. Number of Dangerous Machine Inspections Carried Out

The Ministry has successfully achieved a set target by conducting **forty two (42)** Dangerous Machinery Inspections. The set target for the Quarter was **fifty (50)** inspections. **Twenty (20)** new elevator/escalators were registered. An amount of **N\$3 176.00** was collected for inspection fees of new elevators and registration fees of old elevators.

DANGEROUS MACHINES	NO. OF DANGEROUS MACHINES INSPECTIONS	COMBINED TOTAL	TARGET	ACHIEVED
Boilers Inspected (Internally and externally)	13	42	50	84 %
Elevator/ Escalators Inspected	29			

**Fig 8: Inspections for Dangerous Machines**

##### 3.1.2. Number of Dangerous Machinery Registered Increased and Added in the Inventory

The ultimate purpose of this Key Performance Indicator (KPI) is to provide an inventory of all Dangerous Machines (Elevators, Escalators, Goods Hoist, and Boilers & Autoclaves) registered with the Ministry. This includes adding newly or old installed machines as well as updating the status of the already registered machineries which could either be active or inactive (de-registered). The active machines are those that are subject to routine annual inspection while the inactive or deregistered machines are those that have been written off due to safety concerns.

Dangerous Machines	Currently inactive / de-registered/ decommissioned	Active by end 2018\ 19	New Registration Active for Q1 (April - June 2019/20)	New Registration Active for Q2 (July - Sept 2019/20)	New Registration Active for Q3 (Oct - Dec 2019/20)	New Registration Active for Q4 (Jan - March 2019/2020)	Accumulated active	Combine total of new Registration & Active Machines
Elevator/ Escalators	125	1066	9	11	7	20	1113	1264
Boilers	71	146	3	0	2	0	151	

**Fig 9: An Inventory list for the period**

### **3.2. Increased knowledge of the OSH Regulations**

#### **3.2.1. Number of awareness activities conducted**

The Ministry has successfully managed to host **ten (10)** Health and Safety Awareness Sessions/ Consultations with industry stakeholders out of the targeted **twenty one (21)** activities. The awareness sessions/ consultations were as follows:

- following the outbreak of the Coronavirus (COVID-19), the Ministry facilitated the issued of the Media Release, urging all employers and employees to implement precautionary measures aimed at preventing the risk of contracting/ spreading this virus at all workplaces countrywide. This initiative was conducted in line with WHO Guidelines and in conjunction with the Ministry of Health and Social Services;
- as part of creating awareness among employers on the outbreak of COVID-19, the Katima Mulilo Offices disseminated the "WHO COVID 19 at the Workplace Awareness" pamphlets to **seventy six (76)** employers in and around Katima Mulilo;
- the Ondangwa Office also successfully managed to conduct **seven (7)** OSH Awareness campaigns on the importance of Health and Safety Representatives at workplaces; and
- the Gobabis Regional Office together with the Gobabis Municipality undertook a joint operation/ campaign aimed at creating OSH and Hygiene Awareness among medium and small business in and around Gobabis.

## **D. DIRECTORATE OF LABOUR MARKET SERVICES**

### **Division: Employment Services**

#### **1. Registration of Designated Employers (DEs)**

During the reporting period, **61** Designated Employers (DEs) were registered on the Namibia Integrated Employment Information System (NIEIS), of which the majority were registered in Khomas Region (**33**), followed by Kunene (**7**), Karas and Otjozondjupa (**5**) each.

#### **2. Training of Designated Employers on NIEIS.**

Designated Employers were trained on how to use the NIEIS to enable them to report vacancies, recruit as well as submit their establishment profiles online. During the reporting period, **121** employers involving **189** participants were trained.

### 3. Reporting of Vacancies

The Employment Services Act requires that all Designated Employers should notify the Employment Services Bureau (ESB) of the vacancies or new positions in their establishments. During this Quarter, **540** vacancies were reported either online or through manual notification on Form ESA 3a. The majority of vacancies reported were in the Khomas Region (**399**), followed by Erongo Region (**65**). Furthermore, the industrial classification shows that most of the vacancies reported were in the Financial Intermediation (**84**), Wholesale, Retail, Repair of Motor Vehicles and Motorcycles (**58**) and Manufacturing (**43**).

### 4. Registration of jobseekers

Registration of jobseekers is one of the major function of the ESB. A total of **2,244** jobseekers were registered during the period under review, out of this number **1,206** are males and **1,038** are females. Khomas region registered the majority of jobseekers (**1,002**) followed by Erongo (**499**). The regions with the lowest number of jobseekers registered are Otjozondjupa (**44**), Kavango West (**35**), and Omaheke Region (**13**).

Out of the total number of **2244** jobseekers registered, **1,791** are unemployed while **453** are employed jobseekers looking for better jobs. Only **17** of the jobseekers registered are people with disabilities.

Most of the unemployed jobseekers registered during this period have attained senior secondary education (**586**) followed by jobseekers with junior secondary education (**388**), certificate/diploma (**348**), and University degree (**274**), primary education (**78**), Post Graduate (**66**), no formal education (**41**).

### 5. Placement of Jobseekers

The placement of jobseekers depends on the availability of job opportunities. Employment Officers conduct job canvassing by visiting work establishments to solicit employment opportunities. A total number of **55** jobseekers were placed. Out of this number, **38** are females and **17** are males. Kavango East Region recorded the highest number (**15**) of jobseekers placed, followed by Khomas Region (**12**) and Erongo Region (**7**).

Public Administration placed more jobseekers **(32)**, followed by Agriculture **(6)**, Wholesale and Electricity **(4)**. Of the placed jobseekers, **18** have Certificates and Diplomas, while **(16)** Senior Secondary Education, **(10)** Junior Secondary and Primary Education with each.

#### **6. Meetings of the Employment Services Board**

During this Quarter, one meeting was convened as per the Act.

#### **7. Establishment Visits**

During this Quarter, **164** establishments were visited to sensitize employers about the Ministry's services especially the NIEIS as well as to solicit employment opportunities for jobseekers.

#### **8. Referral of Jobseekers**

Employment Officers have the responsibility to refer suitably qualified jobseekers for employment as per requirements in the notification for consideration. During this period a total number of **380** jobseekers were referred. Referral of jobseekers does not guarantee an automatic placement as it depends on other recruitment processes by respective employers.

#### **9. Orientation Talks**

A total number of **49** orientation talks with Grades 9 to 12 learners, including school managements, Life Skills Teachers and unemployed youth totalling **1,964** persons were conducted at different schools/Training Institutions/Ministries/Youth Centres in the respective Regions.

#### **10. Career Themed Events/Motivational Talks**

A total of **6** Career Themed Events were conducted. The topics covered focused on: Self-Awareness and Career Choice Exploration; Resisting Peer Pressure: Substance Use and School Absenteeism and the Importance of Remaining Focused and Hard Work towards Studies.

#### **11. Career Counseling and Guidance**

During the review period, **467** persons received Vocational Counselling Services (VCS) which includes counselling only, psychometric testing for Career Counselling and Guidance, and testing for selection. A total of **85** reports were written or produced including **67** of Career Counselling and **5** Selection Reports, **1** Pre-Retirement & **1** CPD Training Workshop Reports; **2** Outreach Reports and **9** Quarterly Reports. More than **18** Careers in Namibia 2018/2019 books were sold and about **53** enquiries on VCS was received during this Quarter.



## **12. MOU between MLIREC and NCRST**

The Joint Technical Committee held one meeting focusing on the assignments of the previous meetings, e.g. the Draft Guidelines on Psychometric Usage by MLIREC and the tentative Terms of Reference of the Human Science Research Council being drafted by NCRST. The meeting further discussed the way forward including the budgeting of the Committee's activities.

## **13. Guidelines on Psychometrics Usage**

The Ministry is in the process of developing Guidelines on Best Practices of Psychometric Usage. Analysis of data was completed and a Draft Guidelines document has been developed.

## **14. Pre-retirement Programme**

The Ministry is working towards the review and updating of the Pre-retirement Training Manual to include new information. Consolidation of inputs from previous Workshops have been completed and the Draft will soon be in place.

Pre-retirement Workshops are carried out to emphasise the importance of preparing for retirement. During this Quarter, 1 Workshops was conducted within the Ministry.

### **Division: Labour Market Information**

#### **1. Productivity Promotion Awareness Campaign**

Productivity Awareness Campaigns were undertaken in the following Regions, Erongo, Kavango East, Kavango West, Zambezi and Khomas. The purpose of the Regional Outreach Awareness Campaign was to sensitize and create awareness on the Productivity Concept, its importance as well as the benefits to individuals, organizations and the country as a whole. This initiative was driven to inculcate productivity mind-set in the minds of the public servants in order to address poor service delivery and low productivity experienced within the Public Service.

A consultative meeting was held with Japan International Cooperation Agency (JICA) officials about the Africa Kaizen Annual Conference/Award 2020 to be held on 01 – 03 September 2020 in South Africa. A courtesy visit was also paid to DINAPAMA Manufacturing Supplies as a model company by JICA.

## **2. Review of National Employment Policy**

The Evaluation Report on the Second National Employment Policy was finalised and the Final Report was presented to the key stakeholders Ministries, the key stakeholders together with ILO agreed on the findings and recommendations of the Evaluation. It has been concluded to only update the existing Second National Employment Policy and develop a stand-alone Implementation Action Plan.

## **3. Employment Creation Initiative**

The Terms of Reference for Internship Programme to be offered to graduates in various fields of studies was developed. The Programme aims to enhance the application of knowledge acquired and practical as well as through industrial prior learning in order to acquire workplace professional skills required by employers, and thus improves job prospects.

## **4. Economic Research Proposals**

**Three (3)** Economic Research Proposals were developed.

## **5. Labour Statistics**

The Labour Statistics Bulletin was submitted for approval. During the review period, the Ministry was engaged the stakeholders for Namibia Standard Classifications of Occupation (NASCO) updating.

## **E. DIVISION: INTERNATIONAL RELATIONS AND ADVICE**

### **Sub-Division: Labour Advisory Council**

The Labour Advisory Council (LAC) had one (1) meeting.

#### **1. Ratification of ILO Convention**

The Tripartite Labour Advisory Council deliberated on Maternity Protection Convention, 2000 (No. 183) and Convention on the Elimination of Violence and Harassment in the World of Work, 2019 (No. 190). The LAC recommended to the Minister for their ratifications.

#### **2. Proposed amendments on the Compensation and Social Security Bills**

The LAC received a request to advice on the amendments of the Compensation and Social Security Bills including the long term cost implications and affordability of the proposed amendments. The

LAC Members needed more time to consult with their respective constituencies. The matter remains standing on the Agenda.

### **3. Designation of Essential Services**

It has been agreed that Public Hearing on the investigation of Ports and Marine Services and Telecommunications related services to be designated as Essential Services be conducted. The parties that attended the hearing submitted oral presentations and were given time to submit their written presentations. One Trade Union namely NAPWU submitted its written presentation on 25 March 2020 while employers did not submit any.

As a result, this investigation was not be concluded and the new Essential Services Committee will continue with it. The Committee was to undertake a benchmarking exercise but it was postponed.

### **4. Variations**

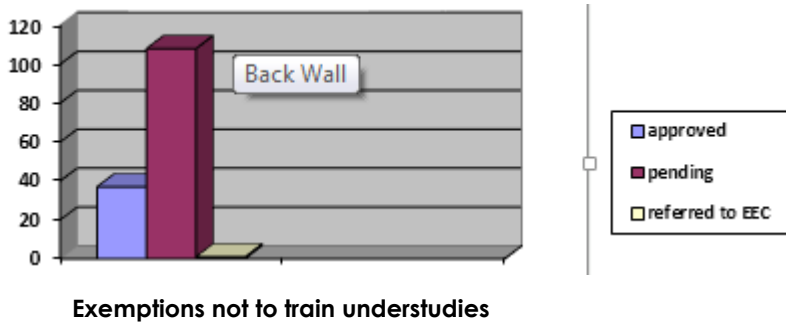
Section 139 of the Labour Act empowers the Minister to vary the provisions of Chapter 3 of the Act except the provisions in sections 35 and 38. Before any variations, the Labour Advisory Council must be consulted. During the period under review, Minister consulted the Labour Advisory Council on the applications for variation from the following employers:

- **Ongava Game Reserve and Wilderness Safaris:** To vary section 20(2) to allow the employees to work **six (6)** consecutive weeks with a **two (2)** weeks rest period;
- **NAMDEB:** To vary section 12 (2) to allow deduction of more than one third (1/3) from the employees' remunerations for Home Loan and pay it over to the third parties (The Banks). The LAC recommended that the Minister consider varying the sections as per the employers' request; and
- **Office of the Prime Minister (OPM):** To vary section 17(2) to allow compensatory time-off in lieu of payment for travelling time as overtime for staff members who travel as passengers in a vehicle, train or aircraft outside the official hours of normal working weekdays, Sundays and Public Holidays. The LAC could not advise the Minister on this application due to pending consultation with recognized trade union (NANTU).

### **5. Exemptions not to Appoint Non-Namibia Understudy**

The LAC dealt with Applications for Exemption not to train Understudies from **six (6)** relevant employers. These applications involved **146** positions which also includes **61** applications which were

put on hold during the last Quarter. Only **37** positions were exempted not to train understudies while **108** positions were put on hold.



### Sub-Division: Exemptions

#### **1. Applications to Exceed the Prescribed Maximum Overtime Hours (sections 17), Work on Sundays and Public Holidays (sections 21 and 22)**

A total of **107** applications were received and **97** applications were processed and approved. **5** applications among the processed and approved came from the previous Quarter.

**Twelve (12)** applications were not processed due to various reasons including lack of consents from the affected employees or requested overtime limits were not indicated. However, all the employers with pending applications were informed accordingly.

#### **2. The Ex-post facto Applications**

**Five (5)** applications of ex-post facto approval were received and dealt with in accordance with the doctrine of ultra vires (rejected).

#### **3. Applications for Continuous Operations**

A total number of **three (3)** applications were approved by the Minister to work in shifts of no longer than **eight (8)** hours and for the employees to work in shifts.

Below are the employers with Continuous Operations Status which running from 2019 to 2020, depending on the months in which they applied.

- Uis Tin Mining Company
- Paratus Telecommunication
- Glen Moringa

#### **4. Applications for Exemptions**

Uis Tin Mining Company applied for exemption from the provision of section 20 (2) of the Act and it was granted.

#### **5. Stakeholders Engagements**

The Ministry had **two (2)** stakeholders meetings in terms of Exemption. The meetings were important as they served as a dispute preventative strategy. Clients were asked clarification on the provisions of the Labour Act with specific reference to overtime limits, work on Sunday and public holiday, exemptions, variation and continuous operation. The engagements also served as a platform to clarify issues on the applications in relations with these provisions.

#### **6. Notice to Shorten Meal Intervals**

Two employers namely Friedrich Ebert Stiftung and Torgue Namibia Drilling CC submitted their Notices to shorten the meal intervals of the employees in terms of section 18 (2) (b) of the Labour Act. The notices complied with the provisions of the Labour Act as the employees have agreed to the Notice. Both employers were informed accordingly.

### **Sub-Division: Public Relations**

#### **1. Percentage of Responses to Queries Issued**

All the public queries which were received via the Ministry's SMS line and Facebook page were responded to through the Ministry's Media Public Relations Office. The Ministry also responded to some of the SMSes published in the newspapers. Media enquiries received via emails and WhatsApp group were also responded to. Media monitoring was done through the Ministry of Information and Communication Technology's Media Monitoring and Analysis daily brief.

#### **2. Social Media**

The Ministry continued to engage its stakeholders through its different social media platforms. During the reporting period, the number of its followers on its official Facebook page has increased to **3775** from **3563**. The Ministry has also increased its social media presence by creating an official WhatsApp Group for the media as well as Instagram and Twitter Accounts.

#### **4. Press Releases and Media Reports**

A total of **nine (9)** Press Releases were issued to both print and broadcast media during the reporting period. About **18** print media articles were published online and in the local newspapers.

The Ministry's official website was regularly updated with all Press Releases, Ministerial speeches, photos, announcements and Reports.

#### **5. High-level Workshop on Violence and Harassment in the World of Work Convention**

The Public Relations Office has an overall responsibility of overseeing publicity and media coverage during Ministerial events. Similarly, this was also done for a High-Level Briefing Workshop on Convention - 190 on Violence and Harassment in the World of Work held on 27 February 2020, Windhoek.

Part of its Communication Strategy was to raise awareness on topics related to Violence and Harassment in the World of Work. This was achieved through the Press Releases and posting of contents on social media pages using various visual presentations (photos, videos and text) before and after the Workshop.

A total of **4** articles were published prior to and after the workshop. Two Press Releases were issued to the media prior to and after the Workshop. The Office also ensured that airtime on the National Broadcasting Cooperation (NBC)'s Talk of the Nation was secured and a staff member participate in the discussion prior to the Workshop.

A Report on Violence and Harassment Rapid Assessment and pamphlets on the Convention were printed and distributed during and after the Workshop.

### **Sub-Division: International Relations**

#### **1. Article 19 of ILO's Constitution**

The Ministry coordinated and facilitated Article 19 Report under the ILO Constitution, covering the following Conventions:

- Domestic Workers Convention, 2011 (No. 189);
- Domestic Workers Recommendation, 2011, (No.201);
- Nursing Personnel Convention, 1977, (No.149); and

- Nursing Personnel Recommendation, 1977, (No. 157)

The Reports were not yet submitted to ILO due to some outstanding information and is anticipated to be submitted during April 2020.

## **2. SADC Employment and Labour Sector (ELS)**

### **Troika Meeting**

The Ministry participated in a Meeting of the SADC Employment and Labour Sector (ELS) Troika held in Pretoria, South Africa from 10 - 11 February 2020. Namibia, Tanzania and Mozambique are members of the SADC ELS Troika.

The Meeting took place to consider the Draft SADC Labour Migration Action Plan (LMAP), the Draft SADC Employment and Labour Policy Framework (ELPF) and the Draft Paper on the SADC Protocol on Employment and Labour with a view to informing recommendations for consideration at the next Senior Officials/Ministers' Meeting that took in March 2020.

### **Ministers and Social Partners Meeting**

The Meeting took place from 2-6 March 2020 in Dar-es-Salaam, Tanzania. The Ministers and Social Partners discussed several agenda items, among them are follows:

#### **a) SADC Protocol on Labour and Employment**

The current Protocol was found to have legal impediments as only one Member States namely Zimbabwe has ratified it. The Ministers and Social Partners agreed to the development of a new Protocol on Employment and Labour, in a consultative manner. The development of the new Protocol should be done in consultation with the Committee of Ministers of Justice/Attorneys-General for their consideration and advice.

#### **b) Portability of Social Security Benefits in the SADC Region**

Due to the decision adopted to develop the new above Protocol, Ministers and Social Partners agreed only to adopt Guidelines on Portability of Social Security Benefits in SADC. Five (5) Members States namely Eswatini, Lesotho, Malawi, South Africa and Zimbabwe volunteered to pilot the implementation of the Guidelines. The Member States were urged to consider the Guidelines in Bilateral and Multilateral Cooperation on Social Security.

### **c) Joint Sector Meeting on Economic Growth and Employment Creation in the SADC region**

In 2018, Namibia proposed for a Joint Sector Meeting. The proposal was approved at the Ministers and Social Partners Meeting of 4-8 March 2019 and they directed the Secretariat to request Council to approve the convening of an inter-sectoral meeting of Ministers responsible for Employment and Labour with Ministers of Finance, Trade and Industry and Planning, as well as Social Partners to discuss employment creation approaches and strategies.

The SADC Council approved the Sector's request. The Joint Sector Meeting will focus on employment creation which is in line with the current 39<sup>th</sup> SADC Summit Theme of promoting "A Conducive Environment for Inclusive and Sustainable Industrial Development, Increased Intra-Regional Trade, and Job Creation." The Joint Sector Meeting is scheduled to be held in November 2020.

### **d) Status of the 1986 Instrument of Amendment to the ILO Constitution**

The status of the 1986 Instrument of Amendment highlighted that the Instrument remains the basis for reforming the ILO governing bodies. Namibia and Zimbabwe were tasked to develop a Strategy Paper that will assist the African Region to achieve the objectives of the 1986 Instrument of ratification and to present it at the next Meeting of the Joint Tripartite Technical Sub-Committees (JTTS).

The Ministers and Social Partners agreed that African Union Commission (AUC) should be requested to place on the agenda of the next AU Specialised Technical Committee on Social Development, Labour and Employment an item for discussion of concerted action and strategies in order to achieve the objectives of 1986 Instrument of Amendment 1986 Instrument of Amendment.

## **3. Promotional Activities towards the Ratification of Convention 190 on the Elimination of Violence and Harassment in the World of Work.**

A High-Level Workshop on ILO Convention (No. 190) and Recommendation (No. 206) was held in Windhoek Country Club Resort and Casino, on the 27<sup>th</sup> of February 2020. The Workshop was attended by various stakeholders such as Government Ministries and Offices, Employers and Workers Organizations, experts from the International Labour Organization (ILO), Gender Activists and Civil Society Organizations amongst others.



The main objective was to share the content of both the Convention No. 190 and its Recommendation 206, engage stakeholders to share knowledge, ideas and experience on issues pertaining to Violence and Harassment in the World of Work.

The Workshop agreed for Namibia to ratify this Convention as it can assist the elimination of violence and harassment including bullying and gender-based violence in the world of work in Namibia.

## **F. DIVISION: GENERAL SERVICES**

### **Sub-Division: Human Resources**

#### **Staff Movement**

The Ministry has appointed **seven (7)** new staff members, of which **Four (4)** are female and **three (3)** are male. **Two (2)** staff members were promoted/ transferred in ranks to the Ministry from other OMAs, while one staff member was transferred from this Ministry to another Ministry.

During the period under review, **four (4)** staff members have left the Ministry with reasons being the end of contracts **three (3)** while **one (1)** retirement.

#### **Vacancies**

The Ministry had one position pending for appointment, while thirteen (13) positions were awaiting for interviews.

### **Sub-Division: Internal Audit**

An Internal Auditor concluded an Information Technology Audit on the Electronic Labour Information Management System (ELIMS) that connected all the Regional Offices.

### **Sub-Division: Transport**

#### **Fleet Management**

The Report on Fleet Reconciliation that was carried was outstanding during the review period. A total of **64** vehicles had their license renewed to the cost of **N\$55,419.00**. The Ministry spent an amount of **N\$ 316 968.58** on fuel consumption of its fleet.

Two recorded two accidents during the review period, that involved GRN 86141 (Head Office) and 8683 (Rundu Regional Office) respectively.

### **Sub-Division: Maintenance**

A general maintenance on the Ministry's premises has been done. These includes the replacement of bulbs, replacement of door handles, day-night switches, installation of the power skirting and maintenance of air conditioners.

### **Sub-Division: Learning and Development (Training)**

#### **Non-Qualifying Training**

**Two (2)** staff members attended two different non-qualifying training to the tune of **N\$9900.00**.

#### **Induction and Orientation**

**Two (2)** of the newly appointed staff members received induction and orientation.

#### **Internship Programme**

The Ministry placed a total number of **15** students from different institutions of learning for a **three (3)** months internship programme. The Interns were placed at different Offices/Directorates/Divisions that are offering services in line with their fields of studies.

### **Sub-Division: Information Technology**

The Information Technology updated the Ministerial website and the following was done:

- weekly labour cases from Office of the Labour Commissioner;
- procurement bids published on the website;
- posting of news related from PR Office;
- website migrated to new server and

A Quarterly Equipment Maintenance on all computer equipment was done at Regional Offices during this Quarter. All new staff members received their email accounts and a replacement of Kaspersky anti-virus with ESET endpoint Security anti-virus was done.

#### **The following functions were performed during the maintenance trip:**

##### **▪ Auditing of Software and Cleaning of Software and Hardware**

The inspection of all computers was done in order to ensure that they only operate with legal installed software. Cleaning and updating of all software on the computers to ensure that they continue to function properly.

- **Update and Renewal of Antivirus Software**

The updating and renewal of the antivirus software and scanning to remove all viruses. The installation of new antivirus licenses and application was performed.

- **Network Inspection**

Inspection of all network infrastructure was done in order to ensure that it is functioning.

- **Setup Microsoft Exchange Email Accounts**

The Ministerial emails were migrated to Microsoft Exchange. The Ministry configured all staff members' email accounts.

**The following functions were not performed due to time constrains:**

- physical cleaning of the computers and printers. The cleaning of network infrastructure was also done where such equipment is in place; and
- opening and cleaning of computers and printer to blow out the dust. Blowing out of network infrastructure cabinet to remove the dust that can damage the equipment.

**END.....**