



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

QUARTER : SECOND (2nd) QUARTERLY REPORT

PERIOD : 01 JULY-30 SEPTEMBER 2021

FINANCIAL YEAR : 2021/2022

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1. EXECUTIVE SUMMARY

The Ministry of Labour, Industrial Relations and Employment Creation (MLIREC) continues playing a vital role of ensuring harmonious labour relations in the country. In so doing, a number of activities have been planned and subsequently executed in attaining its Strategic Objectives as outlined in its Strategic Plan.

The Affirmative Action (Employment) Act (Act No. 29 of 1998) that aims to promoting employment equity in Namibia has been under review for consideration of amendments. The Ministry, through the Office of the Employment Equity Commission has identified areas that need to be amended and the proposals will be tabled before the Commission once it's appointed.

The industry is still seized with the unpleasant number of retrenchment. During this Quarter, the Ministry received notices of intent to dismiss a total of **881** employees by **117** employers. This is an increase by **58%** of employees and **55%** of employers as compared to the previous Quarter. Although this number does not reflect the actual figure of retrenchment as employers are only required to inform the Labour Commissioner on their intention to dismiss but not the actual number of retrenchment, it leaves much to be desired especially in the state of economy that the country finds itself in.

During this Quarter, the Ministry dealt with **1092** labour cases. Of these, **568 (52%)** were resolved while **524 (48%)** were pending and will be dealt with during the next Quarter. In order to ensure compliance with the provision of the Labour Act (Act No. 11 of 2007), a total of **387** inspections related to the Basic Conditions of Employment were conducted in Construction, Domestic and Informal Sectors during the review period. Construction and Informal Sectors had more compliance level rated at **75%** while Domestic was rated at **53%** in terms of compliance.

With regards to compliance of Occupational Health and Safety (OHS), a total **207** inspections were conducted in Construction, Hospitality, Retail and Training Institutions (falling under "Others") Sectors. The overall compliance level of OSH is rated at **16%**. This too, raises concern as OSH supposed to be complied with without any compromise.

Namibia, for the first time in history, appeared before the Committee on Application of Standards (CAS) on the application of International Labour Organisation (ILO) Convention on Discrimination (Employment and Occupation), 1958 (No. 111) during the 109th International Labour Conference (ILC) Session of 2021. In order to arrest the situation, the Ministry has been working hand in hand with the Office of the Ombudsman in order to among others, conduct a thorough research in the Public Sector in order to establish the existence of discrimination pertaining to racism, ethnicity and inequality in employment.

In an effort to educate the public about its mandate and functions, the Ministry revived its program, Namibia @ Work Talk Shows, which, this time around is an in-house production whereby videos are posted on its social

media platforms unlike in the past when it used to be on the radio. The Talk Show covered **three (3)** topics during this Quarter.

I therefore have an honor to present the detailed Report of activities that this Ministry has undertaken during this Quarter as hereunder presented. Activities are classified under respective Offices/Directorates and Divisions.

LYDIA H. INDOMBO
ACTING EXECUTIVE DIRECTOR

A. EMPLOYMENT EQUITY COMMISSION

1. Ensure Effective Regulatory Framework and Compliance; Project – Regulatory Frameworks (Reviews and Development)

1.1. Affirmative Action (Employment) Act Reviewed

(a) Percentage of work done on the review of the Act

Following the review the Act, the Office of Employment Equity Commissioner identified areas to be amended. As a result, the proposed amendments to the Act have thus reached the target of 80% which was set for Quarter 2. The proposed amendments will be tabled before the Commission once new Members of the Commission are appointed before submitting it to the Minister for possible consideration.

1.1. Promote Employment Equity; Framework: Project – Affirmative Action Enforcement and Monitoring;

1.1.1. Stakeholders' Capacity in AA Act enhanced

(a) Number of Stakeholder Engagement Conducted

Stakeholder engagements essentially involves contact with employers, unions and employees as well as other relevant stakeholders for guidance and improvement of knowledge around the Act and the mandate of the Commission. During the period under review, **42** stakeholder engagements were conducted, exceeding a set target of 40 for this Quarter.

(b) AA Reports Processed for Consideration

During the period under review, **76% (i.e. 216)** of the **285** AA Reports which were submitted by Relevant Employers were processed for possible consideration by the Commission and were finalised. This is below the set target of **100%** and the shortfall is attributed to the shortage of staff members since **three (3)** positions of Employment (Review) Officers were vacant during the period under review.

1.1.2. AA (E) Act promoted and enforced at workplaces

(a) Number of workplaces visited and information verified

15 workplaces were visited during this Quarter as planned.

(b) Percentage of Progress made towards increasing the Number of Employees in Relevant Organisations covered by the Affirmative Action Plans

Various stakeholders were engaged on the possible reduction of the threshold and a target of **61%** set for the period under review was reached.

1.2.3. EEC Annual Report Produced

The Office of the Employment Equity Commissioner made significant progress of **58%** towards the finalization of the EEC Annual Report – thus exceeding the set target of **50%** for the period under review.

B. OFFICE OF THE LABOUR COMMISSIONER

1. Management of Cases

1.1. New Referrals

At least **821** referrals were received during the reporting period, of which **707** cases were processed while **114** were rejected and or referred back for remedial actions.

1.2. Cases handled

A total number of **1092** cases were handled during the period under review, which includes cases that were carried over from the previous Quarters. **568 (52%)** cases were resolved successfully, of which **438 (77%)** were resolved through conciliation while **129 (23%)** were resolved through arbitration. The number of cases pending was **524 (48%)** including cases brought forward.

1.3. Pending cases

During the period under review, **524** cases were pending. Cases were postponed for various reasons, such as ongoing negotiations by the parties, postponements either by the parties or arbitrators, sickness mainly due to COVID-19 or self-isolation/, quarantines by either the arbitrators or parties, study and compassionate leaves. This figure also includes cases which have been arbitrated, but the Awards were not yet issued, cases which were conciliated, but not yet arbitrated and cases which were partly arbitrated.

1.4. Late awards

Section 86 of the Labour Act, Act No 11 of 2007 requires that Arbitration Awards must be issued within **30** days from conclusion of proceedings. The issuance of Awards late continues unabated. Arbitrator will be required to report on the outstanding awards on a weekly basis thereby providing the reasons for the delays. This approach will enable the management to come up with proper measures. This legal duty of arbitrators needs to be tightly managed to ensure the issuance of the awards timeously. Cases of late issuance of Awards ought to be limited to those circumstances beyond the arbitrator's control, such as when arbitrator got sick or had a death in the family, etc.

1.5. Appeals and Reviews

Section 89 of the Labour Act provides for Appeals and Reviews of Arbitration Awards. During the reporting period, a total number of **23** Appeals and **4** Reviews were lodged with the Labour Court.

2. Dismissal arising from Collective Termination or Redundancy

Section 34(1) (a) of the Labour Act places an obligation on the employer who intends to dismiss employees for reasons arising from the re-organisation, transfer of the business, discontinuance or reduction of business for economic or technological reasons to inform the Labour Commissioner at least **4** weeks before the intended dismissals. During the review period, a total number of **117** companies notified the Labour Commissioner on their intention to dismiss **881** employees.

3. Trade Unions and Employers' Organizations Registration

(a) Application for Registration as per section 57 of the Act

One (1) trade union i.e. Namibian Revolutionary Transport Union (NARETU) was registered during this Quarter, while two (2) applications were received for the registration of trade unions and were being reviewed during the reporting period. There was no application of registration of employers' organisation received.

The Applications for registration of trade unions were received from the following:

- Seven Seater Transportation Workers Union (NASSTWU); and
- Namibian Maritime Officers and Seafarers Union (NAMOSU)

There are a total number of **forty two (42)**, registered trade unions and **seventeen (17)** Employers' Organisations' and **three (3)** Trade Union Federations.

(b) Changing Constitution of Registered Employers' Organisation in terms of section 54 of the Act.

During the reporting period under review, two applications were received for the change of the Constitutions of the trade unions and were being reviewed during the reporting period:

- Namibia Informal Traders and Shebeen Workers Union (NITSWU)
- Namibian Maritime Officers and Seafarers Union (MAMOSU)

(c) Obligations of Registered Trade Unions and Employers' Organizations

In accordance with section 60 of the Labour Act, every registered trade unions and employers' organization has an obligation of submitting Annual Returns within **six (6)** months after the end of its Financial Year. During the reporting period, **three (3)** trade unions have submitted their Annual Returns.

- Namibia Financial Institutions Union (NAFINU): Financial Years 31 March 2016 and 2020;
- Namibia Public Workers Union (NAPWU): Financial Year 2020; and
- Namibia Seaman and Allied Workers Union (NASAWU): Financial Year 2017

4. Strikes/ Lock outs and Demonstrations

There was one demonstration by the TransNamib employees during the review period.

C. DIRECTORATE OF LABOUR SERVICES

1. Division: Occupational Health & Safety (OHS)

1.1. OSH Policy

The Draft OSH Policy which was submitted to Cabinet for adoption has been approved. The target achieved is **99%**.

1.2. OSH Bill Developed

The Ministry and the International Labour Organisation (ILO) have evaluated and provided feedback to the first and second Draft Report of the Legal Gap Analysis. The Consultant has commenced with the Legal Gap Analysis. Therefore, **60%** of the target on the development of the OSH Bill was developed.

2. Improved Compliance Level with Occupational Safety and Health Standards

2.1. Number of Routine OSH Workplaces Inspection conducted (300)

The Ministry conducted **207** OSH workplace inspections in all economic sectors, covering a total number of **6522** employees. Of the planned **300** inspections for this Quarter, **69%** was achieved.

A significant number of high and medium risk classified industries such the Construction, Hospitality, Retail and Training Institutions (falling under "Others") received high number of **108** inspections which represents **52%** of the total inspections.

Figure 1 below presents countrywide routine OSH Inspections per economic while **Figure 2** presents OSH Inspection conducted per town.

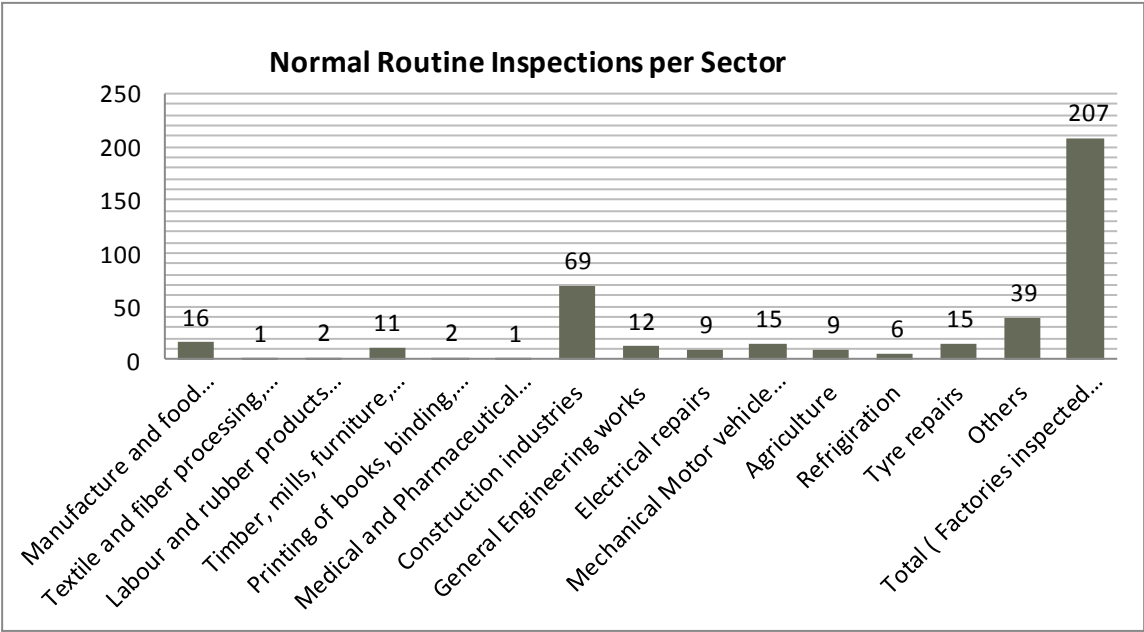


Figure 1: Countrywide Routine OSH Inspections per economic sector

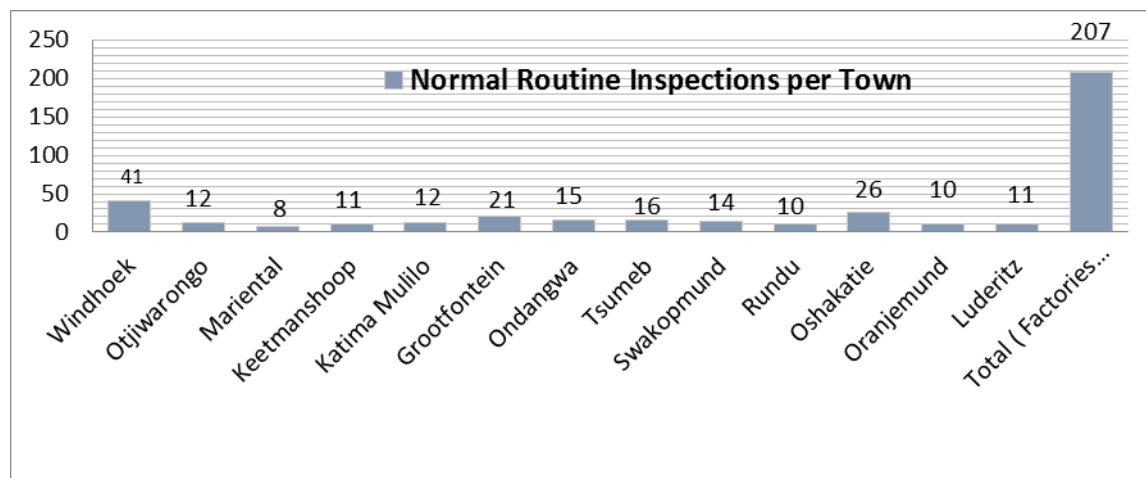


Figure 2: Countrywide Routine Inspections per town

2.2. Percentage of Workplaces Inspected in Compliance with OSH Standards

Thirty-two (32) workplaces, representing **16 %** of the total inspected workplaces (**207**) were found to be in good compliance with OSH Standards, while average and poor compliance levels during the same period were recorded at **26 % (54)** and **58 % (121)** respectively.

The Ministry has once again notably observed that a large number of employers are very reluctant to implement or attend to remedial recommendations issued by inspectors for the purpose of complying with OSH Standards.

Significant number of employers in the construction sectors are failing to provide employees working at heights with the necessary fall protection gears while some are completely failing to notify the Ministry prior to commencing with construction work. Another concern that has also been observed at most of the visited high risk workplaces is failure by employers to take their employees for pre and periodical medical checkups.

Two (2) compliance orders were issued to FurnMart Namibia Otjiwarongo Branch and Shanxi Construction Investment in Katima Mulilo. Following a verification inspection, Shanxi Construction Investment have complied with their Order within the prescribed period while FurnMart Otjiwarongo has shown drastic improvements towards achieving full compliance.

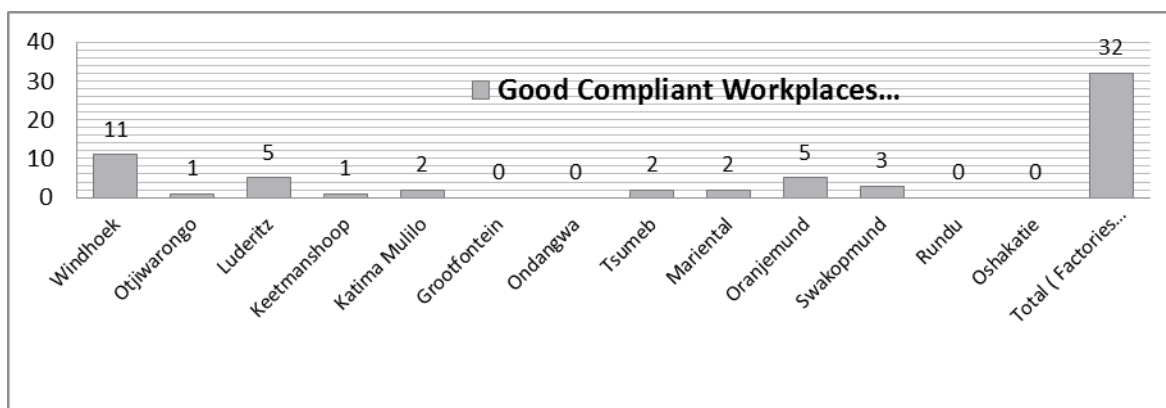


Figure 3: Countrywide Good Complaint Workplace Inspections per Town

OSH Compliance Level Ratings (July - Sept 2021)				
Different Sectors	Compliance Level			Total Inspections per Sector
	Good	Average	Poor	
Manufacture and food preparation	4	4	8	16
Textile and fiber processing, foods, weaving and apparel manufacturing	0	0	1	1
Labour and rubber products manufacture	0	0	2	2
Timber, mills, furniture, woodworking and care industries	0	1	10	11
Printing of books, binding, ruling, engraving and manufacture of paper products.	0	2	0	2
Medical and Pharmaceutical preparation, soaps, cleansing, polishing, paint etc.	1	0	0	1
Construction industries	8	18	41	67
General Engineering works	4	3	5	12
Electrical repairs	2	6	3	11
Mechanical Motor vehicle repairs	0	1	12	13
Agriculture	1	2	7	10
Refrigeration	0	1	6	7
Tyre repairs	4	7	4	15
Others	8	9	22	39
TOTAL for each rating	32	54	121	207
Good Compliance rating %	15.5			

Figure 4: Countrywide Compliance Level Ratings for routine OSH inspection per sector

2.3. Percentages of recorded Dangerous Incidents and Fatal Accidents Fully Investigated

The Ministry received **two (2)** major accident notifications in Agriculture and Retail Sectors, **one** from Tsumeb and the other **one** from Ondangwa.

The accident that happened at Tsumeb occurred when **two (2)** employees employed by a Sub- Contractor at Tanto Farm sustain injuries while cutting wood chunks. One employee suffered complete amputation of 2nd, 3rd and 4th digit fingers while the other one sustained multiple fractures on 2nd and 3rd fingers. Due to unavailability of the Sub-Contractor, only a Preliminary Report has been submitted.

The accident at Cashbuild PTY LTD (Ondangwa) occurred when a concrete lentil which is estimated to weigh 10 kg fell and consequently struck a customer on the foot. No employee got injured. The investigation into this

accident has been completed and recommendations have been issued to Cashbuild Ondangwa PTY LTD. The **70%** of the target was achieved.

3. Labour related Complaints Resolved

3.1. Percentages of Registered OSH Complaints Resolved

Seven (7) OSH related complaints from different sectors were received during this Quarter. **One (1)** of this cases is an old case that was not reported on time. Most of the cases were recently reported hence from the reported cases, only **two (2)** have so far been resolved. As such, only **29 %** of the target was achieved.

4. Other statutory Requirements

4.1. Improved Compliance level with OSH Standards on Dangerous Machineries

At least, **thirty eight (38)** Dangerous Machinery inspections out of **55** planned inspections were contacted. The Division achieved **58%**.

Dangerous Machines	July - Sept 2021	Combine Total	Target	Achieved
Boilers Inspected (Internally and externally)	24	38	65	58 %
Elevator/ Escalators Inspected	14			

Fig 6: Inspections for Dangerous Machines

5.2. Increased knowledge of the OSH Regulations

5.2.1 Number of Awareness Activities Conducted

During the period under review, **eight (8)** Health and Safety Awareness Sessions/ consultations with industry stakeholders were conducted. The awareness sessions/ consultations were as follows:

- In terms of Regulation 22 which requires employers to notify the Ministry in the event of workplace accident or dangerous occurrence, the Ondangwa Office visited **seven (7)** workplaces and provided awareness on the importance of submitting the F-5 Accident Notification form.
- As part of creating awareness on the importance of construction safety, the Katima Mulilo office hosted an information session for both employers and employees at the new Katima Mulilo Shoprite Mall construction site.

5.2.2 Factory Plans Approval

The Ministry received and processed **fifteen (15)** new Factory Plans which generated a revenue of **N\$ 9 518.25**. The combined total area for the Approved Plans is **11 195.24 m2**.

5.2.4 Factories Registration

The Ministry received and processed **eleven (11)** applications for new Factory Registration. Total revenue collected is **N\$ 1 650.00**.

5.2.5 Approved Inspection Authority (AIA) Registration

All received **six (6)** new applications for AIA registration and **twenty-three (23)** renewals were processed.

5.2.6 Number of Dangerous Machinery registered 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 include adding newly or old installed machines as well as updating the status of the already registered machineries which could be either 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 2019\ 20	New Registration Active for Q1 (April – June 2021/22)	New Registration Active for Q2 (July – Sept 21/22)	New Registration Active for Q3 (Oct – Dec 21/22)	New Registration Active for Q3 (Jan – March 21/22)	Accumulated active	Combine total of new Registration & Active Machines
Elevator/ Escalators	125	1136	0	9			1145	1301
Boilers	71	154	1	1			156	

Fig 7: An Inventory list

2. Division: Labour Inspectorate

2.1. National Labour Inspection Policy

2.1.1. Percentages of Progress made in Finalizing the Policy

The progress made (**93%**) on the finalisation of the Inspection Policy remains the same as that of the previous Quarter.

2.2. Improved compliance with Labour Legislations

2.2.1. Number of Workplace Inspections on Conditions of Employment

Out of **101** targeted inspections in Construction, Domestic and Informal Sectors, a total of **387** workplaces has been inspected. Of the **387 workplace** inspected, **259 (67%)** were found to be in compliance, while **128 (33%)** were not in compliance. The target for compliance was therefore not achieved. The compliance level per sector are tabled below

Construction Sector

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	35	5	17	18	49%	51%
North West	12	12	0	9	3	75%	25%
Northern	14	19	5	13	6	68%	32%
Southern	27	17	-10	15	2	88%	12%
Central	20	34	14	34	0	100%	0
Divisional Performance	103	117	14	88	29	75%	25%

Informal Sector

Region	Expected	Actual	Variance	Number of Companies in Compliance	Number of Companies not in compliance	% of compliance	% of non-compliance
North West	24	42	18	20	22	48%	52%
North East	30	51	21	15	36	29%	71%
Central	30	28	-2	28	0	100%	0
Northern	18	18	0	10	8	56%	44%
Southern Region	0	0	0	0	0	0	0
Divisional Performance	102	139	37	73	66	53%	47%

Domestic Sector

Region	Expected	Actual	Variance	Number of Companies in compliance	Number of Companies not in compliance	% of compliance	% of Non- Compliance
North West	24	22	-2	19	3	86%	14%
Central	50	40	-10	40	0	100%	0
North East	40	36	-4	15	21	42%	58%
Southern	25	09	-16	09	0	100%	0
Northern	20	24	4	15	9	63%	37%
Divisional Performance	159	131	-28	98	33	75%	25%

2.2.2.

Observation of

Child Labour on inspected workplaces

No child labour was observed on inspected workplaces during the current period under review.

3. Labour related complaints resolved

3.1. Percentages of registered Labour Complaints resolved

3.1.1. Cases Outstanding from the Previous Quarter

The Ministry dealt with **92** cases carried over from the previous Quarter, of these, **82** were resolved while **ten (10)** were referred to the Office of the Labour Commissioner.

3.1.2. Percentages of registered Labour Complaints resolved, pending and referred to OLC

Regions	Expected	Actual	No. of complaints registered	No of complaints resolved	No of complaints pending	Referrals OLC	Money collected
Northern	100%	90%	89 (-6)	75	8	6	N\$ 140 445.37
North East	100%	75%	248	185	63	0	N\$ 93 731.33
North West	100%	95%	57	54	3	0	N\$ 42 497.10
Southern	100%	68%	140 (-20)	81	39	20	N\$ 26 740.22
Central	100%	88%	647 (83)	496	68	83	N\$ 35 096.93
Divisional Performance	100%	83%	1 181 (-109)	891	181	109	N\$ 338 510.95

A total number of **1 181** new labour complaints cases were received in during this Quarter **2**. Of which **891** were resolved, **181** were pending due to delayed appointments and difficulties in tracing employers while **109** unresolved cases were referred to Office of Labour Commissioner for Conciliation/Arbitration. A total amount of **N\$ 338 510.95** for non-compliance with the provisions of the Labour Act recovered on behalf of employees and paid to the concerned complainants. This translates to **83%** achievement out of a 100% set target.

The current **COVID-19** health protocols and relocation of both complainants and employers caused delay in securing appointments by parties and some complaints were received towards the completion of the quarterly activities.

The following sections of the Labour Act were the most contravened:

- Section 17 of non- payment of overtime worked
- Section 70 of collective agreement (minimum wages especially in Security& Construction Sectors)
- Section 21& 22 non-payment of work done on Sundays/Public Holidays
- Section 12 of deductions (unauthorized and excessive deductions made)
- Section 23 provision of Sick leave
- Section 11 non-payment of remuneration

D. DIRECTORATE OF LABOUR MARKET SERVICES

1. Employment Services Division

1.1. Proposed Amendments to the Employment Services Act

The Employment Services Board's legal Committee is yet to meet to finalize the proposed amendments for presentation to the Minister.

1.2. Administrative support rendered to the employment services board

The Employment Services Act requires the Board to convene four (4) Statutory Meetings annually and any other ad hoc meetings as may be determined by the Board. During the reporting period, the Employment Services Board convened one (1) Statutory Meeting and one ad hoc meeting.

1.3. Private Employment Agencies (PEAs) Workplace Inspections

The Employment Services Act make provisions for the inspections of PEAs. The Ministry conducted thirteen (13) inspections during the period under review.

1.4. strengthening of the Namibia Integrated Employment Information System (NIEIS)

Virtual consultative engagement were held with South Koreans and ILO to discuss various areas to improving NIEIS, such as the interface specifically the software and including the Master Plan to track down the progress on strengthening NIEIS. As a result the Employment Services Bureau and officials from South Korea conduct weekly online meetings.

1.5. Reporting of Vacancies

INDUSTRY	REGION															TOTAL
	Erongo	Hard ap	Karas	Kava ngo East	Kavan go West	Khomas	Kunene	Ohang wena	Omahe ke	Omusati	Oshana	Oshikot o	Otjozon djupa	Zambezi		
Agriculture and forestry	42	0	2	1	0	8	0	0	0	0	0	0	0	0	53	
Fishing	1109	0	0	0	0	0	0	0	0	0	0	0	0	0	1109	
Mining and Quarrying	11	0	0	0	0	0	0	0	0	0	0	0	0	0	11	
Manufacturing	1	0	0	0	0	24	0	0	1	0	0	0	0	0	26	
Electricity, Gas, steam and air conditioning Supply	0	0	0	0	0	1	0	0	0	0	0	1	0	0	2	
Water supply, sewerage, waste management and remediation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Construction	0	1	0	14	0	4	0	0	0	0	0	0	0	2	21	
Wholesale, Retail, repair of motor vehicles and motorcycles	0	0	1	4	0	13	0	2	2	3	1	0	0	60	86	
Transportation and storage	3	0	0	0	0	2	0	0	0	0	0	0	0	0	5	
Hotels and Restaurant	1	0	0	0	0	7	0	0	0	0	0	0	0	0	8	
Information and communication	0	0	0	0	0	4	0	0	0	0	0	0	0	0	4	
Financial intermediation	1	0	0	0	0	18	0	0	0	0	0	0	0	0	19	
Real estate	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	
Professional, scientific and technical activities	0	0	0	0	0	1	0	0	0	0	2	0	0	0	3	
Administrative and support services	4	0	0	0	0	3	0	0	0	7	0	0	0	0	14	
Public admin, defence and social security	0	4	4	0	0	7	0	39	0	0	0	0	3	0	57	
Education	1	0	0	1	0	2	0	3	0	0	36	0	0	0	43	
Health and Social work	0	0	0	9	0	10	36	0	0	0	0	0	0	1	56	
Arts, entertainment and recreation	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	
Other Services (community, social and personal)	0	0	0	0	0	15	0	0	0	0	0	2	0	0	17	
Private household	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Tourism	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
Extra territorial organization and bodies	0	0	4	0	0	0	0	0	0	0	0	0	3	0	7	
Total	1173	5	12	29	0	123	36	44	3	11	39	3	6	63	1547	

Table 1: Distribution of vacancies reported by region and industry

1.6. Registration of Designated Employers (DE)

Region	Expected	Public Institutions	Private Companies	Total employers registered	Training Institutions	Total DE & DI Registered
Erongo	2	0	2	2	0	2
Hardap	0	1	1	2	0	2
Karas	0	0	1	1	0	1
Kavango East	2	0	10	10	0	10
Kavango West	0	0	0	0	0	0
Khomas	15	0	10	10	0	10
Kunene	4	0	0	0	0	0
Ohangwena	3	1	1	2	0	2
Omaheke	2	0	0	0	0	0
Omusati	2	0	0	0	0	0
Oshana	2	0	1	1	0	1
Oshikoto	4	0	0	0	0	0
Otjozondjupa	4	1	2	3	0	3
Zambezi	2	0	1	1	0	1
Total	42	3	29	32	0	32

Table 2: Registration of Designated Employers and Training Institutions by Region

1.7. Training of Designated Employers

Designated Employers are trained on how to use the NIEIS to enable them to report vacancies, recruit as well as submitting their establishment profiles online. During the reporting period, **18** employers were trained, involving the total number of **49** participants.

1.8. Registration of jobseekers

REGION	ACTIVITY STATUS										EXPECTE D	ACTUAL				TOTAL REGISTERED
	PEOPLE WITH DISABILITIES				TOTAL	PEOPLE WITHOUT DISABILITIES				TOTAL		EMPLOYED		UNEMPLOYED		
	EMPLOYED		UNEMPLOYED			EMPLOYED		UNEMPLOYED				F	M	F	M	
	F	M	F	M		F	M	F	M							
	a	b	c	d	e=(a+b+ c+d)	g	H	i	j	k=(g+h +i+j)		(a+g)	(b+h)	(c+i)	(d+j)	(e+k)
Erongo	0	0	0	2	2	12	10	259	208	489	430	12	10	259	210	491
Hardap	0	0	0	0	0	0	0	41	46	87	68	0	0	41	46	87
Karas	0	0	0	0	0	0	0	69	107	176		0	0	69	107	176
Kavango East	0	0	5	11	16	10	15	1021	831	1877	20	10	15	1026	842	1893
Kavango West	0	0	2	1	3	5	3	214	260	482	0	5	3	216	261	485
Khomas	1	1	4	8	14	53	42	823	637	1555	488	54	43	827	645	1569
Kunene	0	0	0	0	0	4	2	240	196	442	44	4	2	240	196	442
Ohangwena	0	0	2	6	8	3	4	475	412	894	28	3	4	477	418	902
Omaheke	0	0	0	0	0	0	0	16	10	26	20	0	0	16	10	26
Omusati	0	0	2	2	4	1	1	349	220	571	40	1	1	351	222	575
Oshana	0	0	2	4	6	11	10	376	226	623	50	11	10	378	230	629
Oshikoto	0	0	1	0	1	2	3	286	154	445	80	2	3	287	154	446
Otjozondjupa	0	0	0	0	0	0	0	37	30	67	52	0	0	37	30	67
Zambezi	0	0	0	0	0	0	0	57	58	115	60	0	0	57	58	115
Total	1	1	18	34	54	101	90	4263	3395	7849	1380	102	91	4281	3429	7903

Table 3: Distribution of jobseekers registered by region, sex and activity status

Age group	ACTIVITY STATUS						Total Registered
	EMPLOYED			UNEMPLOYED			
	Female	Male	Total	Female	Male	Total	
15-19	0	0	0	42	52	94	94
20 - 24	3	1	4	613	587	1200	1204
25 - 29	12	15	27	1211	961	2172	2199
30 - 34	31	26	57	1118	726	1844	1901
35 - 39	26	19	45	641	497	1138	1183
40 - 44	15	18	33	358	320	678	711
45 - 49	13	8	21	219	176	395	416
50 - 54	2	4	6	59	62	121	127
55 - 59	0	0	0	15	35	50	50
60 - 64	0	0	0	4	9	13	13
65+	0	0	0	1	4	5	5
Total	102	91	193	4281	3429	7710	7903

Table 4: Distribution of jobseekers registered by age, activity status and sex.

REGION	EDUCATIONAL ATTAINMENT														NO. OF JOBSEEKER S REGISTERE D		TOTAL REGISTE RED
	NO FORMAL EDUCATIO N		PRIMARY EDUCATIO N		JUNIOR SECONDA RY		SENIOR SECONDA RY		CERTIFIC ATE/ DIPLOMA		UNIVERSI TY DEGREE		POST GRADUAT E				
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Erongo	0	1	0	2	86	57	89	83	54	54	29	11	1	0	259	208	467
Hardap	6	4	8	2	7	13	18	24	1	3	1	0	0	0	41	46	87
Karas	0	0	4	21	29	59	22	22	12	5	2	0	0	0	69	107	176
Kavango East	0	0	45	34	177	234	503	265	258	236	38	62	0	0	1021	831	1852
Kavango West	0	0	67	69	110	108	28	53	6	16	3	14	0	0	214	260	474
Khomas	8	5	7	4	85	79	311	265	203	154	195	114	14	16	823	637	1460
Kunene	0	4	6	2	59	34	142	100	28	40	5	13	0	3	240	196	436
Ohangwena	0	0	2	3	36	32	249	199	129	125	56	49	3	4	475	412	887
Omaheke	1	0	4	0	7	2	2	6	1	2	1	0	0	0	16	10	26
Omusati	0	0	1	0	42	13	114	97	122	67	66	38	4	5	349	220	569
Oshana	0	0	1	1	21	20	159	105	136	65	56	30	3	5	376	226	602
Oshikoto	0	0	0	0	9	12	140	74	76	46	56	21	5	1	286	154	440
Otjozondjupa	0	0	0	0	4	3	5	4	24	20	4	3	0	0	37	30	67
Zambezi	0	0	0	0	16	24	23	21	16	9	2	4	0	0	57	58	115
Total	15	14	145	138	688	690	1805	1318	1066	842	514	359	30	34	4263	3395	7658

Table 5: Distribution of unemployed jobseekers without disabilities registered by region, sex and educational attainment

1.9. Placement of jobseekers

Region	Activity Status										Expected Placement	Actual Placement				Total Placed
	People with Disabilities				Total	People Without Disabilities				Total		Employed		Unemployed		
	Employed		Unemployed			Employed		Unemployed								
	F	M	F	M		F	M	F	M			F	M	F	M	
	a	b	c	d	e=(a+b+c+d)	g	h	i	j	k=(g+h+i+j)	l	(a+g)	(b+h)	(c+i)	(d+j)	(e+k)
Erongo	0	0	0	0	0	0	2	297	405	704	4	0	2	297	405	704
Hardap	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Karas	0	0	0	0	0	0	0	0	2	8	10	0	0	2	8	10
Kavango East	0	0	0	0	0	0	0	0	1	30	31	1	0	0	1	30
Kavango West	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Khomas	0	0	0	0	0	2	5	8	23	38	35	2	5	8	23	38
Kunene	0	0	0	0	0	0	0	1	0	1	2	0	0	1	0	1
Ohangwena	0	0	0	0	0	0	0	3	7	10	3	0	0	3	7	10
Omaheke	0	0	0	0	0	0	0	2	5	7	5	0	0	2	5	7
Omusati	0	0	0	0	0	0	1	1	4	6	7	0	1	1	4	6
Oshana	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Oshikoto	0	0	0	0	0	0	0	0	1	1	10	0	0	0	1	1
Otjozondjupa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Zambezi	0	0	0	0	0	0	0	11	5	16	12	0	0	11	5	16
Total	0	0	0	0	0	2	8	326	488	824	93	2	8	326	488	824

Table 6: Distribution of jobseekers placed by region, sex and activity status

Industry	Educational Attainment														No. of Jobseekers Placed		Total Placed		
	No Formal education		Primary Education		Junior Secondary		Senior Secondary		Certificate/ Diploma		University Degree		Post graduate						
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			
Agriculture	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2	2	
Fishing	0	4	11	69	108	119	89	109	84	99	0	0	0	0	0	0	292	400	692
Mining and Quarrying	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	
Manufacturing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Electricity, Gas & Water Supply	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	2	2	
Construction	0	2	0	6	0	6	2	8	0	0	2	2	0	0	0	4	24	28	
Wholesale, Retail, repair of motor vehicles	0	0	0	0	3	4	5	5	6	2	1	4	0	0	15	15	30		
Hotels and Restaurant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transport, storage and communication	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2	
Financial intermediation	0	0	0	0	0	0	0	0	0	0	4	0	0	0	4	0	4	4	
Real estate, rent and business activities	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	1	2	2	
Public admin, defence and social security	0	0	1	0	5	8	0	0	0	1	2	3	0	0	8	12	20	20	
Education	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Health and Social work	0	0	0	2	0	6	0	7	0	0	1	1	0	0	1	16	16	16	
Other community, social and personal services	0	0	0	0	0	0	1	14	2	4	1	0	0	0	4	18	22	22	
Private household	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1	1	2	2	
Extra territorial organization and bodies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Not reported	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	0	6	12	77	118	144	98	146	92	107	11	11	0	0	330	494	824	824	

Table 7: Distribution of unemployed jobseekers placed by industry, sex and educational attainment

1.10. Implementation of the Communications Strategy

A communication Strategy was developed with the main objective of creating awareness and understanding of Public Employment Services (PES) as well as engaging more stakeholders and creating partnerships that benefit all parties. During this Quarter, two **(2)** communication activities were carried out, one was carried in Mariental, whereby an appointment with relevant stakeholders for information dissemination was conducted,

while the other one was conducted in Oshana region with 26 school principals from Onamutayi Circuit at Ongwediva Teachers Resource Centre.

1.11. Establishment Visits (Job Canvassing)

During this Quarter, **82** establishments were visited to sensitize them about our services especially the Namibia Integrated Employment Information System (NIEIS) as well as to solicit employment opportunities for jobseekers.

1.12. School Orientation Talks

A total of **Forty-Eight (48)** orientation talks, involving **4898** learners/students/youth and teachers were carried out at schools and other institutions.

1.13. Career Themed Events/Motivational Talks

At least **17** Motivational/Career Themed events or discussions were conducted involving various issues such as Job Interview Coaching; The need to focus future goals in terms of study fields and coping strategies through covid-19; Communication-&-team building; Self-worth, Isolation during COVID-19; Career Planning-&-Commercial careers in demand; Career planning-&-information gathering strategies; Importance of Career Counselling, choosing the right career and study strategies; and The importance of choosing the right subjects in school and factors to consider when choosing a career.

1.14. Guidelines on Psychometrics Usage

The Ministry continued with work on the simplifying the version of Guidelines on Psychometrics Usage is in progress.

1.15. Memorandum of Understanding between MLIREC & NCRST

One **(1)** meeting took place this Quarter. A follow-up with the NCRST on the Draft terms of Reference for the Humans and Social Sciences Committee will be done.

1.16. Vocational Counselling Services and Career Guidance

During this Quarter, **620** persons received career counselling including testing for selection. About **466** reports were written including **439** career guidance report, **9** selection report, **1** PES Awareness Activity, **2** Wellness; **1** Pre-Retirement report and **14** quarterly reports. Group Feedback on career counselling reports was also given this Quarter.

1.17. Psychological Case Management Data

Clients can be still booked via phone once registered on the System. This Quarter, KOREATECH and the Ministry were finalizing the interface which will allow the System to function well so that Vocational Counselling Services Sub-Division and its clients can use the system optimally.

1.18. Specialized Training and Professional Development

Two (2) new interns enrolled this Quarter plus one (1) visiting intern from the Ministry of Health and Social Services. One (1) intern continued on from the previous Quarter, while one (1) intern completed internship. Two (2) CPD training were attended this quarter. One staff member is continuing professional training/Internship at DAT Education. Some staff received training by Met-Health, which was not a CPD related training on the UNI Health Lynx interactive App used by health professional.

1.19. Pre-retirement Workshop

Two (2) pre-retirement workshop were conducted during this Quarter whereby one was held in Oshakati - Oshana region and the other in Mariental – Hardap region.

1.20. Employee Wellness

During this Quarter, seven (7) wellness activities were carried at Keetmanshoop (NBC staff), Opuwo (Integrated Rural Development and Nature Conservation (IRDNC staff), Eenhana (Ministry of Labour staff) and three (3) Online Zoom or Microsoft teams sessions or conversations on COVID-19 (Ministry of Labour staff – aimed Country wide).

2. Labour Market Information Division

2.1. Productivity Promotion

Staff members of the Productivity Unit attended the online Annual African Kaizen Awards Conference that took place from 24 – 26 August 2021 in Tanzania. The main objective of the Annual Awards is to demonstrate the benefits of Kaizen towards economic and social transformation and promote it to the public.

The request was sent to the Office of the Prime Minister (OPM) for a meeting on the finalization of the Draft National Productivity Policy, however due to unforeseeable circumstances the meeting could not take place and will be reschedule.

After consultations with OPM to have the Business Process Reengineering (BPR) in the Ministry revived, OPM, advised the Ministry to at least identify one process which is viewed to be cumbersome, complex or where more complains are received from customers or clients and for them to provide technical assistance. Hence, the Unit facilitated the two meetings that were convened with the Ministry's Management. The first meeting (10 September 2021) was a briefing presentation to the managers on how BPR works while the second meeting (30 September 2021) was for managers each to present one process from which the meeting will choose only one and consult OPM for assistance to re-engineer.

2.2. Review of National Employment Policy

An Evaluation of the Second National Employment Policy Report was presented to the Executive Director's Forum on 09th August 2021. Furthermore, the Ministry has requested Technical assistance from ILO to develop the Third National Employment Policy and got a positive response.

2.3. National Labour Migration Policy

The Labour Migration Policy and its Implementation Plan were presented to the Executive Directors of various Government Ministries as part of the awareness and stakeholders engagement towards the Policy Implementation.

2.4. Capital Project of the Ministerial Buildings

This Ministry has two (2) funded capital projects namely the Extension of the Labour Office in Otjiwarongo and Renovation & Upgrading of MLIREC buildings in various regions in the current Financial Year. The Ministry together with the team of Technical experts from the Ministry of Works and Transport undertook Regional site visits to assess Ministerial buildings that need to be renovated and upgraded during this Financial Year. The Regional Offices and houses visited are base in the following Regions: Otjozondjupa, Kavango East, Zambezi, Ohangwena, Oshana, Kunene, Erongo, and Hardap, region, respectively. //Karas, Omaheke and Khomas region will be covered during the next Quarter.

2.5. Namibia Standard Classifications of Occupations (NASCO)

A Meeting was held between the Ministry, NSA and ILO on the collection of administrative data to determine the labour force. A Virtual meeting with Associations and Unions on the NASCO was also contacted. The NASCO Phase 2 as well as data collection in the private sector was under planning during the review period. The methodology of the data collection of the new emerging occupations in the private sector for the updating of NASCO-96 is being planned and a virtual meeting with the Technical Committee and NSA team on how to carry out the NASCO data collection was done. Technical Committee identified sector to deal with in the upcoming data collection of the private sector and made a presentation to Associations and Unions on the NASCO project. Technical Team planned to conduct a pilot phase in the Erongo Region.

E. DIVISION: INTERNATIONAL RELATIONS AND ADVICE

1. Sub-Division: Labour Advisory Council (LAC)

1.1. LAC Meetings

The Labour Advisory Council (LAC) had scheduled one (1) virtual meeting for the period under review. Two (2) Committee meetings for the Standing Committee were also held this Quarter as follows: Committee for Dispute Prevention and Resolution (CDPR), one (1) meeting and one (1) stakeholder consultation meeting for the Essential Services Committee (ESC).

One (1) meeting for each Technical Committee as per section 97 (2) (a) of the Labour Act, namely, the Informal Economy, Exemption Not to Appoint Namibian Understudies Committee as per Section 19 (3) of the Affirmative Action (Employment) Act. There was no meeting held for the Occupational Health and Safety Committee.

1.2. Draft Electrical Installation and Electrical Machinery Regulations and Guidelines

As per the request of Council, the OSH Division of the Ministry made a presentation to LAC on the 7th of June 2021. The Council resolved to refer the Draft Electrical Installation and Machinery Regulation to the Occupational Safety and Health (OSH) Committee for further deliberation. A follow up presentation to OSH Committee was made and the Draft Electrical Installation and Machinery Regulation was presented to the LAC on the 04th August 2021.

Council at its meeting of 4th August 2021, resolved to recommend the Draft Electrical Installation and Electrical Machinery Regulations and Guidelines to the Office of the Minister for approval, in order to pave the way for the promulgation of these Regulations and Guidelines in terms of section 135 of the Labour Act.

1.3. Future of Work and its Compatibility with the 4th Industrial Revolution

Emanating from the Minister inaugural speech of the 14th LAC, the Council was requested for advice on the Future of work and its compatibility with the 4th Industrial Revolution. The Council deliberated on the matter and it was resolved that the Minister should create a platform in a form of a Workshop at which the Employment Service Board, LAC as well as other closely affected social partners could deliberate on common agenda issues related to the Future of Work in Namibia.

1.4. Ratification of Workers with Family Responsibilities Convention

The Minister requested LAC's advice on the possibility of ratifying of Convention 156 (Workers with Family Responsibilities). This Convention was adopted by the ILO to ensure equal opportunities and equal treatment for men and women workers. The Convention recognizes the problems of workers with family responsibilities

that are aspects of wider issues regarding the family and society and that it should be taken into account in national policies.

Therefore, Council tasked the Secretariat to conduct the gap analysis to affirm Namibia's readiness to ratify the Convention. Secretariat conducted the gap analysis and present its findings to Council.

Council recommended to the Minister to consider the ratification of the Convention. The Submission was made to the Minister's office during this reporting period.

1.5. Effecting of section 121 (2) (d) of the Labour Act

The member of the LAC representing the interest of TUCNA was requested to do a write up on effecting of section 121 (2) (d) by stating the problem and what the Office of the Labour Commissioner (OLC) is required in terms of giving effect to the section. A letter was drafted to the Office of the Minister in terms of section 93 (1) (k) and in conjunction with section 121 (2) (d) for Council's input and or consideration.

The Office of the Labour Commissioner was requested for assistance in the interpretation of some provisions or clauses in the Labour Act, (Act 11 of 2007). The clauses that needed clear interpretation were identified and they're deemed to be dormant in the current Labour Act. Since the Labour Act is under review, there is a need for these clauses to be interpreted or be given effect.

Further information was provided that the Tripartite Report is not yet presented to the Council nor submitted to the Minister as there are still some provision to be added especially on the issue of Elimination of Violence and Harassment at the Workplace. The International Labour Organization (ILO) has provided guidelines in terms of Violence and Harassment and these guidelines need to be incorporated into the report before it goes back to the Tripartite Task Force.

Council proposed that social partners need to be consulted and give their inputs and views on the write up on effecting of section 121 (2) (d). Council having received and discussed the document on effect of Section 121 (2) (d), Council resolved to allow more time for social partners to consult at their constituencies and give their views to Council and report at the next LAC meeting.

1.6. Committee for Dispute Prevention and Resolution (CDPR)

1.6.1. Draft Terms of References: Review of the Alternative Dispute Prevention and Resolution Mechanism

The Committee was requested to improve the Draft Terms of Reference to conduct an assessment of the Alternative Dispute Prevention and Resolution System as per LAC guidance. The Committee has incorporated the changes as proposed by the Council. Council at its meeting of the 04th August 2021, approved the submitted Draft for further submission to Minister's office.

1.6.2. Review of Applications for the Appointment as Conciliators and Arbitrators

During the period under review, a total number of **Six (6)** Applications were received and considered by the Committee for the appointment of Conciliators and Arbitrators.

Two (2) Applicants were recommended and endorsed by the LAC for the appointment of Conciliators and Arbitrators. **Four (4)** applications are waiting LAC recommendation of which **two (2)** applicants were recommended by the Committee and **two (2)** rejected as they do not meet the appointment requirements.

1.7. Essential Services Committee

1.7.1. Essential Services Investigations Guidelines

The Committee has finalized its Draft Regulation with various forms to be utilized by the Committee when requesting for investigation. Council proposed that **three (3)** members should avail themselves to improve and finalize the Draft Regulations and resubmit to the LAC.

1.8. Committee: Transition from Informal Economy to Formal Economy

The Committee was requested to run through the Draft Report on area of concern and to highlight the key issues to the Council Members. Committee informed Council that there is an issue of a workshop whereby all relevant stakeholders and players will be invited to deliberate on the subject matter. The Committee is planning to approach the Minister of Labour to request his counterparts to be included in the development of the Policy currently being developed by the Ministry of Industrialization, Trade and Small and Medium Enterprise.

1.9. Committee on Exemption and Variation

During the period under review, LAC recommended one (1) Application from Namibia University of Science and Technology (NUST) seeking to be exempted from training a Namibian citizen for the non-Namibian employed in terms of Section 19 (4) of the Affirmative Action (Employment) Act No. 29 of 1998 and one (1) application from Municipality Council seeking to vary section 17 (2). All the applicants were informed of the LAC's recommendations.

1.10. New Applications on Exemption

The Exemption and Variation Committee had **one (1)** virtual meeting during the period under review and **five (5)** new applications from relevant employers were discussed that are seeking to be exempted from training a Namibian citizen as an understudy in terms of Section 19 (3) of the Affirmative Action (Employment) Act, No. 29 of 1998. The applications will be submitted at the next LAC meeting.

The Council further received **two (2)** applications on Exemption and will be discussed at the next Committee Meeting.

2. Sub-Division: Exemption and Legal Advice

2.1. Applications to exceed the prescribed maximum overtime hours (sections 17, 21, 22)

The Ministry received a total of **60** Application this Quarter. A total of **70** Applications were processed during this Quarter of which **17** were received during the previous Quarter and **53** Applications were received during the period under review.

Seven (7) Applications that were received during this Quarter were not processed due to the reasons that, the consents from the affected employees were not attached or the requested overtime limits were not indicated. All applicants with pending application were informed on the status of their Applications.

2.2. Applications to perform work on Sundays and Public Holidays only (sections 21 and 22)

The Ministry processed **six (6)** Applications for Sundays and Pubic Holiday and all of them were approved.

2.3. The Ex-post facto Applications

Only **three (3)** Application was received for expo-facto approvals and the Applicants were informed about the status of their Applications accordingly.

2.4. Shorten Meal Interval Application

The Ministry received one (1) notice regarding shortening meal interval during this Quarter.

2.5. Applications for Continuous Operation

The Ministry granted continuous operation to four **(4)** Applicants during this Quarter.

2.6. Applications for Exemption

Only one Application for Exemption was received this Quarter and an approval was granted to the applicant.

2.7. Exemption to hold a valid Affirmative Action Certificate

Two (2) applicants submitted their Applications to the Ministry for consideration during the review period and both were granted approval.

2.8. Client Engagement

Only **ten (10)** employers requested for clarity in terms of the Labour Act and information sharing sessions were organised with them separately.

2.9. Meetings Attended

The Ministry conducted meetings with eight (8) different employers during this Quarter to enlighten them on various provisions of the Labour Act as per their needs.

3. Sub-Division: International Relations

3.1. Committee on Application of Standards

Following the 109th Session of the International Labour Conference (ILC) of 2021 in which Namibia, for the first time appeared before the Committee on Application of Standards (CAS) on the Discrimination (Employment and Occupation), 1958 (No. 111), the following were facilitated:

- CAS conclusions communicated by the ILO to Government of Namibia;
- A letter was sent to ILO accepting the mission which were to include the following: Capacity Building; Benchmarking with other Equality bodies and Enhancement of Case Management System(CMS)

The Office of the Ombudsman was contacted and agreed collectively with the MLIREC to *conduct a thorough research in the Public Sector in order to establish the existence of discrimination pertaining to racism, ethnicity and inequality in employment*; Design a Research Proposal on Discrimination including the component of race and ethnicity; Launch an awareness campaign on Discrimination and Racism and Train Arbitrators to adjudicate cases on discrimination and labour inspectors detect to victimization in employment and occupation.

A Meeting took place between Government officials and the ILO Technical Mission and agreed on the following:

- ILO must first meet social partners before having a tripartite meeting.
- Road map be developed at the tripartite meeting
- Government to prepare its reply on the comments of CEACR and CAS and to consult social partners on its reply

The Government identified the following areas of technical assistances:

- Enhancement of Case Management Systems;
- Capacity building; and
- Benchmarking to expand the mandate of Employment Equity Commission

3.2. Submission of ILO Reports

In compliance with ILO reporting obligations, the Report on Article 22 Report on Conventions 81,122,151 and 188 was submitted to the ILO. The National Union of Namibian Workers (NUNW) and the Namibian Employers Federation were copied and advised to submit their comments if any, directly to the ILO.

3.3. Convention 190 on Ending Violence and Harassment in the World of Work

In its readiness to enforce the ILO Convention 190 that deals with Eliminating Violence and Harassment in the World of Work, various activities were contacted with the relevant social partners. The Convention will be enforced effective 09 December 2021.

4. Sub-Division: Public Relations

(a) Percentage of responses to queries issued

Media monitoring was done through the Ministry of Information and Communication Technology's Media Monitoring and Analysis Daily brief. A total of **seven (7)** media enquiries and **six (6)** stakeholder queries received via email and Whatsapp group for the media were responded to. The Office received **28** queries from its Official Facebook page of which **two (2)** were referred to the relevant office for investigation while **26** were responded to by the Office instantly.

(b) SMS Line

The Ministry received a total of **26** queries through the 66111 SMS Line during this Quarter of which **three (3)** were referred to be taken up by the relevant offices, whilst **three (3)** were responded to. The percentage of queries responded via the SMS Line thus stood at **100** percent

(c) Social Media

The Ministry continues to engage its stakeholders through its different social media platforms. During the reporting period, the number of its followers on Facebook has increased **8507** to **8060**. Table 1 shows aggregated statistics of the age and gender of Facebook followers with the age groups 25-34 being the highest in both males and females. The table also shows that the lowest audience of the Ministry's Facebook page are aged 55-64 for both males and females.

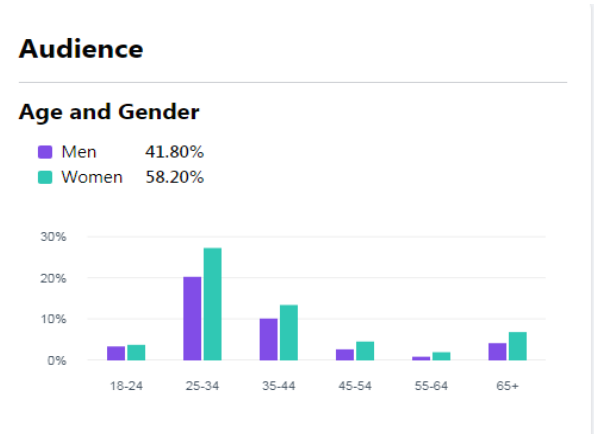


Table 1: Aggregation of age group and gender of Facebook followers

In terms of the demographic distribution, the highest number of followers is from Windhoek, Walvis Bay, Swakopmund, Oshakati, Ondangwa, Ongwediva, Rundu, Otjiwarongo, Rehoboth, Tsumeb.

The Ministry's Official Instagram account also had an increase in the number of followers from **1113** to **1334** during the Quarter under review.

The demographic distribution of followers was highest in Namibia (Windhoek, Walvis Bay, Swakopmund, Ondangwa and Oshakati), Nigeria, South Africa and Tanzania respectively.

(d) Press Releases and Media Reports

The Office issued a total of **five (5)** press releases to both print and broadcast media during the reporting period. A total of **17** print media articles were published online and in the local newspapers during the second Quarter of FY 2021/22. A total of **4** news clips aired on the National Broadcasting Corporation (NBC) on the Ministry's Activities. The Ministry's official website was also regularly updated with all press releases and Ministerial speeches.

The press releases issued by the Office are as follows:

1. Update on the Work of the Wages Commission and upcoming activities;
2. Labour and Fisheries Ministers engage trade unions in Erongo Region;
3. Public warned against scammers soliciting money to apply for jobs on NIEIS;
4. Fake notice on Entrepreneurship business/farming funding opportunity; and
5. MLIREC trains local journalists on labour and employment.

(e) Good Morning Namibia - NBC

This Office facilitated the participation of the Essential Services Committee in the Ministry on NBC Good Morning Namibia to create awareness on essential services and the distinction with critical services especially those granted by the Ministry of Industrialization, Trade and Small and Medium Enterprise Development under Covid-19 Regulations, during the Quarter under review.

(f) Namibia at Work Talk Show

The Ministry introduced a Talk Show (Namibia @ Work) to create awareness of the work of the MLIREC and discuss issues concerning Labour and Employment in Namibia and give insight on services provided by this Ministry. The topics that were covered during this Quarter are as follows:

1. International Labour Standards;
2. Career Guidance and Counselling; and
3. The process of lodging a Labour Complaint with the Ministry of Labour.

(g) Career Awareness

The Office wrote several profile articles for the Namibian Sun Newspaper on staff members at MLIREC related to the careers available at the Ministry. The careers covered during the Quarter were as follows:

1. Development Planner
2. Psychological Counsellor
3. Policy Analyst

One staff member from the Finance sub-division was also featured in the New Era Newspaper for the same purpose during the Quarter under review.

(h) Media Training on Labour and Employment

During this Quarter, the Office facilitated a one-day training of local media practitioners on labour and employment to enhance their understanding of labour and employment matters in order to enhance accurate reporting on the subject matter. Seven journalists received training on the role of the Labour Commissioner, Employment Equity Commission and Directorate of Labour Services.

(i) Promotional Video Production

The Office produced one promotional video as part of its public education on how to register as a jobseeker on the Namibia Integrated Employment Information System (NIEIS). The video was published on its social media platforms.

F. DIVISION: GENERAL SERVICES

1. Sub-Division: Finance

The Ministry's financial expenditure for this Quarter is summarized in the Table below:

ODD	TOTAL BUDGET OPERATIONAL AND DEVELOPMENT	EXPENDITURES FOR THE 1 ST QUARTER	EXPENDITURES FOR THE 2 ND QUARTER	PERCENTAGE SPEND	VARIANCE
Office of the Minister	6,466,000.00	1,288,580.85	1,409,459.72	42%	3,767,959.43
Planning and Administration	48,254,000.00	11,016,768.18	11,796,889.21	47%	25,440,342.61
Labour Market Services	23,450,000.00	5,186,733.93	4,252,890.48	40%	14,010,375.59
Labour Services	38,847,000.00	9,631,838.96	6,713,627.99	42%	22,501,533.05
Office of the Labour Commissioner	21,767,000.00	4,882,214.47	3,587,960.76	39%	13,296,824.77
Office of the Employment Equity	7,069,000.00	1,510,738.52	238,655.31	25%	5,319,606.17
International Relations and Advice	8,082,000.00	1,550,243.62	2,207,257.44	46%	4,324,498.94
Total Operational	153,935,000.00	35,067,118.53	30,206,740.91	42%	88,661,140.56
Development budget	8,757,000.00	0	763,812.34	9%	7,993,187.66
Grand Total (Operational and Development)	162,692,000.00	35,067,118.53	30,970,553.25	41%	96,654,328.22

2. Sub-Division: Human Resources

(a) New Appointments

During this Quarter, the Ministry appointed **five (5)** new staff while a total of **two (2)** were promoted whereby **one (1)** was promoted to another Ministry while **one (1)** was promoted to/in the Ministry. Meanwhile, **seven (7)** staff members terminated their service from the Ministry by death **(2)** and resignation **(5)**.

(b) Vacancies

There were **five (5)** positions pending for interviews during the review period, while **nine (9)** were with Human Resources Office pending shortlisting and **three (3)** were being advertised.

3. Sub-Division: Training

(a) Induction and Orientation

Three (3) staff members who were appointed during this Quarter were inducted and orientated.

(b) Non-Qualifying Training

Two staff members of the Ministry, from Labour Market Services Directorate and International Relations and Advice Division were trained on Financing Decent Work by ILO. The Training was sponsored and was thus no cost was involved.

(c) Interns recruited via the Ministry

Fourteen (14) Interns from various institutions of higher learning were recruited to practice their work integrated learning at the Ministry. They were placed at different ODDs of the Ministry for **three (3)** months for the period July 2021- September 2021.

4. Sub-Division: Internal Audit

The Ministerial Internal Audit Activities Plan for 2021/2022 Financial Year was approved on 20 September 2021. Audit for Revenue started on 15 September 2021 and is anticipated to be completed by 15 October 2022, and Report will be submitted on 31 October 2021 as per the Internal Audit Activities Plan.

5. Sub-Division: Procurement

Eighty six (86) Requests for Expenditure were obtained through Sealed Quotation Method. The Ministry procured a total of **63** Goods while the total of services procured is **19**. Further, the Ministry procured a total of **four (4)** works. Altogether, the Ministry spent an amount of **N\$ 1, 333 173.83** on procurement for goods, services and works. All Bids were in compliance with the Procurement Act, Procedures and Processes.

6. Sub-Division: Stock Control

During this Quarter, the Ministry sold worn and damage stock/items from Ondangwa Labour Office on public auction. In addition, the Ministry brought Personal Protective Clothing (PPEs) for all cleaners and labourers as well as garden tools/equipment.

The Annual stock taking program for 2021/2022 Financial Year was prepared for approval.

7. Sub-Division: Transport

(a) Reconciliation

No Reconciliation Report on the Ministry's Fleet Management Account of Blue Fuel System was submitted for the period July – September 2021. The Ministry is yet to settle an amount of **N\$ 823 912.29** to the Government Garage on the usage of pool invoices (VIP).

(b) Vehicle maintenance

The Ministry spent an amount of **N\$ 557, 027.55** was spent on fuel during the period under review. During this Quarter, an amount of **N\$ 51,312.00** was spent on license fees for **fifty eight (58)** GRN vehicles. **Twenty two (22)** of the Ministry's vehicles were serviced while **eleven (11)** went for General Repairs, **six (6)** had tyre replacements and **five (5)** had batteries replaced. **One (1)** accident involving GRN 86209 was reported during this Quarter.

8. Maintenance

The Ministry, in collaboration with the Ministry of Works and Transport visited Regional Offices to conduct inspections in order to determine the condition of the buildings.

In addition, other maintenance related work was done during this Quarter and it involved electrical, civic and mechanical work.

9. Sub-Division: Information Technology

(a) Website updates

The weekly labour cases from the Office of the Labour Commissioner and Procurement Bids were published on the Ministry's website. Managers' photos were updated/publishes on the Ministerial website.

(b) Strengthening of Namibian Integrated Employment Information System (NIEIS)

The NIEIS was upgraded with the assistance from International Labour Organization (ILO) and the Republic South Korea (ANCLE).

- **Improve UI/UX Design:** New user interface has been developed and is currently in testing phase <https://nieis.ancle.kr/> . Source code was successfully migrated on <http://nieisv2.namibiaatwork.gov.na/>. The System was being tested during the review period before going on a pilot phase;

- **API Integration Service Development:** An Application Programming Interface (**API**) was created to provide connection between computers system or between computer programs. The Ministry will identify key stakeholders to verify that data on the system is valid;
- **Mobile App Development:** Mobile App was developed so that Jobseekers and Designated Employers can also make use of mobile application to use the NIEIS.

(c) Number of ICT Maintenance Reports produced

The Quarterly Equipment Maintenance was performed at the Office of the Labour Commissioner, Employment Equity Commission and Head Office and a Report has been submitted. The purpose of this task was to investigate and identify all shortcomings regarding the ICT infrastructure.

The following function were performed during the maintenance routine:

- **Auditing of Software and Cleaning of Software and Hardware**

This inspection ensured that all computers have only the legal software are installed and that any illegal software from computers were removed. The cleaning and updating of all software on the computers was done in order to ensure that the computers continue to function properly.

- **Update of Antivirus Software/Install Any Desk application**

Updating of the Antivirus Software and scanning to remove all viruses. The Information Technology Subdivision installed a remote application on computers to access computers remotely (to avoid physically touching of mouse and keyboards) to minimize the spread of Covid-19 infections when the team carry out tasks.

- **Network Inspection**

Inspection of all network infrastructure was done in order to ensure that it is functioning and inspection of Offices where networks were installed was also done.

- **Setup Microsoft Exchange Email Accounts**

All staff members' email at Head Office, Employment Equity Commission, and Office of the Labour Commissioner of all newly appointed staff members were configured.

- **Physical Cleaning of the Computers and Printers and Network Infrastructure**

Opening and cleaning of computers, printers and network infrastructure cabinet in order to blow out the dust from the equipment.

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