



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION



2015/16 ANNUAL REPORT

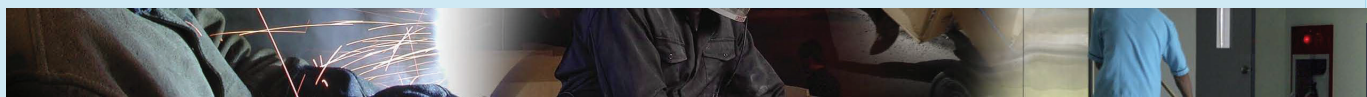


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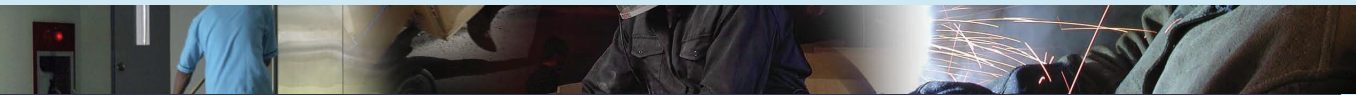
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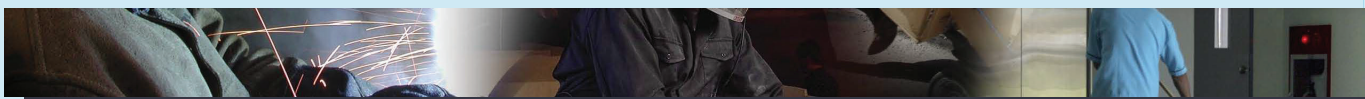
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PART ONE

LIST OF ACRONYMS

ALAN	:	Association for Local Authority in Namibia
ARLAC	:	African Regional Labour Administration Centre
AU	:	African Union
CAS	:	Committee on Application of Standards
CCL	:	Cabinet Committee on Legislation
CDPR	:	Committee on Dispute Prevention and Resolution
ELIMS	:	Electronic Labour Information Management System
ESC	:	Essential Services Committee
ILC	:	International Labour Conference
ILO	:	International Labour Organisation
LAC	:	Labour Advisory Council
MLIREC	:	Ministry of Labour, Industrial Relations and Employment Creation
NDP	:	National Development Programme
NEF	:	Namibia Employers' Federation
NEP	:	National Employment Policy
NEPIC	:	National Employment Policy Implementation Committee
NIEIS	:	Namibia Integrated Employment Information Services
NOSAS	:	Namibia Skills Audit Survey
NPI	:	Namib Poultry Industries
NUNW	:	National Union of Namibian Workers
OHS	:	Occupational Health and Safety
SADC	:	Southern Africa Development Committee
STC-SDLE-1	:	Specialised Technical Committee on Social Development and Employment
TUCNA	:	Trade Union Congress of Namibia
UN	:	United Nations



FOREWORD BY THE MINISTER



First and foremost, it is an honour as the Minister responsible for Labour, Industrial Relations and Employment Creation to present the Ministerial Annual Report for the 2015/2016 Financial Year. Indeed, it has been a year filled with various activities aimed at ensuring harmonious labour relations through the promotion of social justice, employment creation, safety and health.

This Report reflects activities undertaken by the Ministry for the purpose of attaining its planned key objectives.

The Ministry went through a transitional phase in which the mandate from the Ministry hitherto responsible for Labour and Social Welfare enhanced the Ministry now responsible for Labour, Industrial Relations and Employment Creation. While the social welfare function was transferred to the newly created Ministry of Poverty Eradication and Social Welfare, employment creation and industrial relations which have all along been within the mandate of the Ministry, was accorded a much elevated prominence. Given that, and as per the Employment Service Act, (Act 8 of 2011), the Ministry launched the targeted registration of jobseekers, designated employers and training institutions for the purpose of keeping a national database that can link the suitable jobseekers with relevant employers.

Namibia being a member state of ILO, a tripartite delegation attended the 104th Session of the International Labour Conference in Geneva - Switzerland which was held from 01 – 13 June 2015.

During this conference, different agenda items of equal importance to Namibia in a global context were discussed by tripartite constituencies.

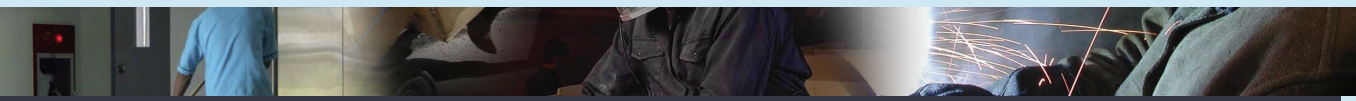
To ensure harmonious labour relations in the Fishing Sector, a Validation Workshop on the Work in Fishing Convention, 2006 (No. 188) and Maritime Labour Convention, 2006 took place from 8-10 December 2015 at Walvis Bay. Different stakeholders deliberated on this Convention and a Plan of Action on addressing gaps on national legislation was drafted and is currently being reviewed.

It is important in the labour and employment fraternity to have constant engagement with stakeholders. It is for this reason that the Ministry successfully hosted a two-day Conference on Labour and Employment, which critically focused on the following two themes: "Improving the Current State of Labour Relations in Namibia" and "Creating Employment for Namibian Youth."

Finally, it is worth mentioning that despite the above achievements, the ongoing sporadic labour strifes cannot be overlooked. However, as the Ministry responsible for ensuring sound and conducive labour relations, work is being done around the clock to ensure that appropriate measures for creating healthy working relations that will contribute to the overall economic growth of the country are designed. To achieve that stage, however, undoubtedly requires positive contribution from all the social partners.

I thank you.

Honourable Erkki Nghimtina, MP



INTRODUCTION BY THE PERMANET SECRETARY



Sound labour relations and employment creation initiatives serve as the backbone of the National Economy. For this reason, the Ministry continued to strive towards achieving the laid down strategic goals as indicated in its Strategic Plan ending next year. To achieve the goal the Strategic Plan was broken into Annual Plans.

As the overall custodian of labour relations, employment creation and social protection, one of the notable achievements during the period under review is the introduction of the new e-labour system that will be operational by the end of the 2016/2017 Financial Year. This system will enable the Ministry to have a modern electronic centralized labour inspection monitoring tool that is capable of streamlining the functions of labour and OSH Inspectorates. The current manual system has been a challenge in keeping accurate workplace inspections data and retrieval of reliable information.

One of the Ministerial functions which is linked to the National Development Programme (NDP4) goals is provision of labour market information to the State and the public at large. Looking at the number of applications received for understudies, it is evident that there is indeed a skills mismatch in the labour market considering the number of unemployed Namibian graduates. Therefore, a Namibia Skills Audit Survey (NOSAS) was conducted to determine the availability and the needed labour resources in the country. The Ministry is also provides career counselling and guidance services to help bridge the gap between tertiary education supply and labour market demand.

During the 2015/2016 Financial Year, the Ministry launched a Productivity Movement that is anticipated to become a National Productivity Centre within two years. Through this initiative, Namibians are encouraged to intensify the level of productivity in all areas of operation to ensure competitiveness with the rest of the world.

It is my pleasure to inform the citizens and the public at large that the long awaited construction of the Labour Commissioner's Head Office was successfully completed during the period under review. In an effort to improve service delivery, this newly constructed building with sufficient office space and a conducive working environment will enable the Ministry to appoint arbitrators to resolve labour disputes timeously.

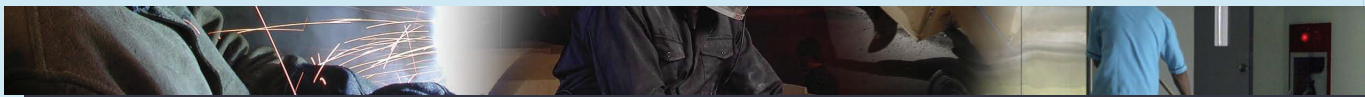
During the year, a total number of seven hundred and sixty five (765) overtime applications were received. The trend in the increase of overtime applications is a concern to the Ministry, since it is believed that some leisure time of the workers is exchanged with overtime work which can lead to fatigue, or, the supervisors were not able to manage overtime.

The actual registration of designated employers and institutions and linking them with jobseekers electronically was a deliberate activity which was achieved.

It is worth mentioning at this juncture that the Annual Reports for the Labour Commission as well as that of the Employment Equity Commissioner do not form part of this report as they are done in accordance with the respective legislation requirements.

Finally, I would like to express my profound gratitude to the entire staff of the Ministry and social partners who contributed to the mammoth task of ensuring effective labour, employment services and social protection. However, there are some staff members and social partners who still need to come on board.

Bro-Matthew Shinguadja
The Permanent Secretary



HIGH LEVEL STATEMENTS

MANDATE

To provide labour (industrial) relations, employment and social protection services as per the Constitution of the Republic of Namibia.

VISION

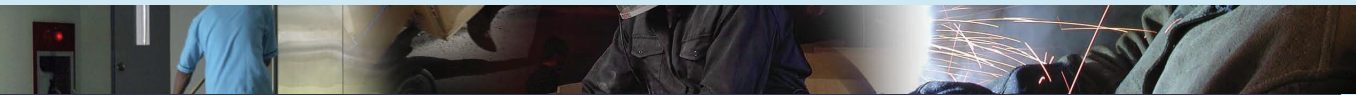
A productive nation with its workforce, enjoying harmonious industrial relations, decent work and full employment.

MISSION

To ensure effective labour, employment and social protection services.

CORE VALUES

CORE VALUES	DESCRIPTION
Equity and justice	We ensure equality of opportunity and fairness for all.
Professionalism	We perform our duties to the best of our abilities and we deliver on our performance promises. We also recognise the achievements of our fellow team members.
Impartiality	We ensure that our actions are free of prejudice.
Respect	We respect the many things that make people different from one another and therefore we understand the views of others and allow them to express themselves.
Empathy	We understand the position of others and treat them with compassion.
Teamwork	We can only achieve our performance objectives if we work together as a team in the pursuit of excellence.



OFFICE OF THE MINISTER



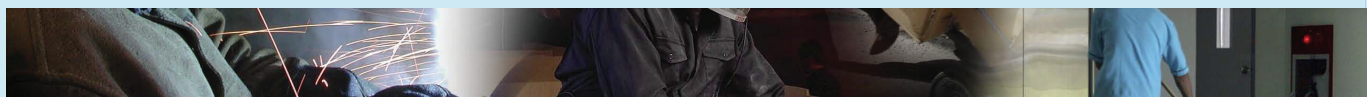
Hon. Erkki Nghimtina
Minister



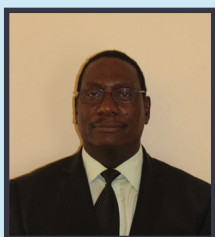
Hon. Alphaus Muheua
Deputy Minister



Adv. Vicki yaToivo
Special Advisor to the Hon. Minister



MANAGEMENT



*Vilbard Usiku
Employment Equity
Commissioner*



*Bro-Matthew Shingudja
The Permanent Secretary*



*Henri Kassen
Labour Commissioner*



*Postrick Kopule
Deputy Director
Employment & Equity
Commission*



*Alina P. Munkawa
Director: Labour
Services*



*Albius Mwiya
Director:
Labour Market Services*



*Tuuliki Mwafufya-
Shikongo
Deputy Labour
Commissioner*



*Michelle Pieters
Deputy Director:
General Services*



*Meriam Nicodemus
Deputy Director:
International Relations
& Advice*



*Phillip Mwandingi
Deputy Director
Complaints Research &
Registration*



*Kylliki Sihlahla
Deputy Director:
Conciliation &
Arbitration*



*Imelda Mwangala
Deputy Director:
Labour Inspectorate*



*Petrina Nghidengwa
Deputy Director:
Occupational Health &
Safety*



*Josephine Sifani
Deputy Director:
Employment Services*



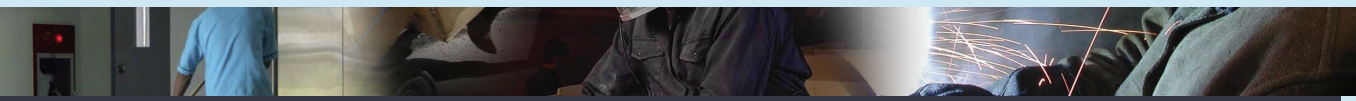
*David Igonda
Deputy Director:
Labour Market
Information*



*Maria Hedimbi
Chief Public Relations
Officer*



*Morgen Mwinga
Personal Assistant to
Permanent Secretary*



PART TWO

THE MINISTRY AT A GLANCE

Name of the Act	Purpose in general
Labour Act (Act 11 of 2007)	The Act aims at establishing an inclusive and comprehensive labour law for all employers and employees and to regulate their conduct and interaction and provide floors for the basic terms and conditions of employment.
Affirmative Action 1998 (Act 29 of 1998)	The Act strives to promote equity and equality in the workplace.
Social Security Act (Act 34 of 1994)	The Act provides a foundation of social protection on the principles of solidarity for workers in Namibia and their dependents. This can be done in respect of earnings replacement due to contingencies arising from maternity leave, sick leave, death and work related injuries and provision of NPF.
Employment Service Act (Act 8 of 2011)	The Act aims at providing for the establishment of the National Employment Services Bureau, to impose reporting and other obligations on designated employers and institutions; to provide for the licensure and regulations of private employment agencies; and to deal with matters incidental thereto.

Apart from the above legal frameworks, there are other relevant policy documents such as:

- a) National Policy on Labour and Manpower Development, 1990;
- b) Affirmative Action Policy, 1996;
- c) National Employment Policy, 2014;

Currently, the Ministry is working on the following policy frameworks:

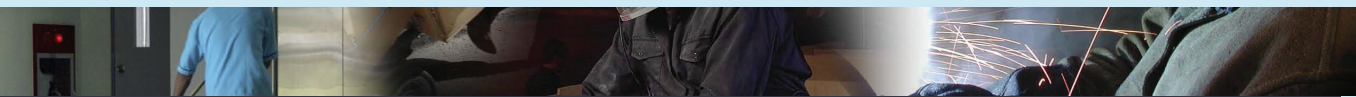
- a) Draft Productivity Policy;
- b) Draft National Labour Inspection Policy;
- c) Draft National Occupational Safety and Health Policy;
- d) Draft National Labour Migration Policy; and
- e) Draft Psychometrics and Human Science Policy



**PART THREE:
PERFORMANCE OF DIRECTORATES**



**DIRECTORATE OF
LABOUR SERVICES**



DIRECTORATE OF LABOUR SERVICES

Functions:

To

1. workplace labour inspection;
2. workplace complaints and accident investigations;
3. solving individual labour complaints;
4. education on provisions of the Labour Act;
5. workplace (factory) OHS inspections;
6. boiler and elevator/escalator inspections;
7. employer and employee OHS awareness; and
8. arbitration awards enforcement.

Labour Inspectorate Division

Resolving registered complaints

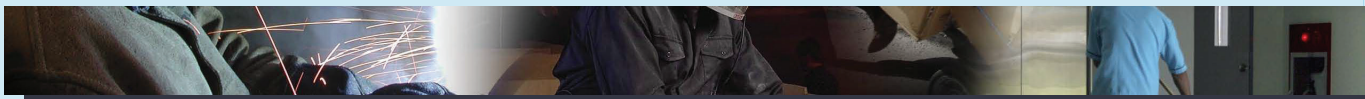
A total of **5251** complaints were received country wide, of which **4370** cases were resolved. From the **530** pending cases, **351** were referred to the Office of the Labour Commissioner for conciliation/arbitration. This represents **83%** of the targeted **85%**. Most of the complaints were received from the Construction sector followed by Wholesale & Retail, Security and Private Household sectors.

Number of inspections conducted

The Division conducted **4012** of the targeted **4589** workplace inspections which represent **87%** of the targeted inspection. The Fishing as well as the Fuel and Retail Sectors were not inspected due to the ongoing strike in the Fishing Sector and the pending finalization of a Collective Agreement in the Fuel and Retail Sectors.

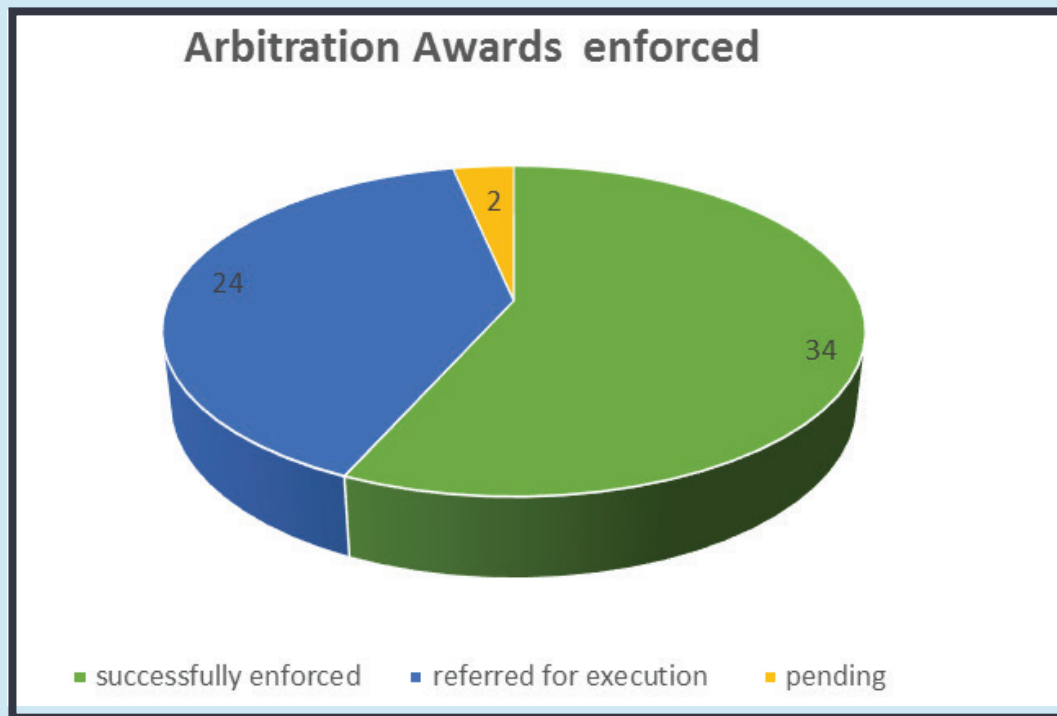
Sector	Target	Actual	Percentage %
Agriculture	1396	1424	102 %
Construction	371	307	83 %
Retail	1326	1205	91 %
Mining	33	7	21 %
Security	260	201	77 %
State Owned Enterprise	129	122	95 %
Professional	258	109	42 %
Hospitality	647	485	75 %
Fishing	24	0	0 %
Fuel and Retail	25	0	0 %
Financial	120	152	127 %
Total	4589	4012	87 %

Number of workplace inspections conducted per sector



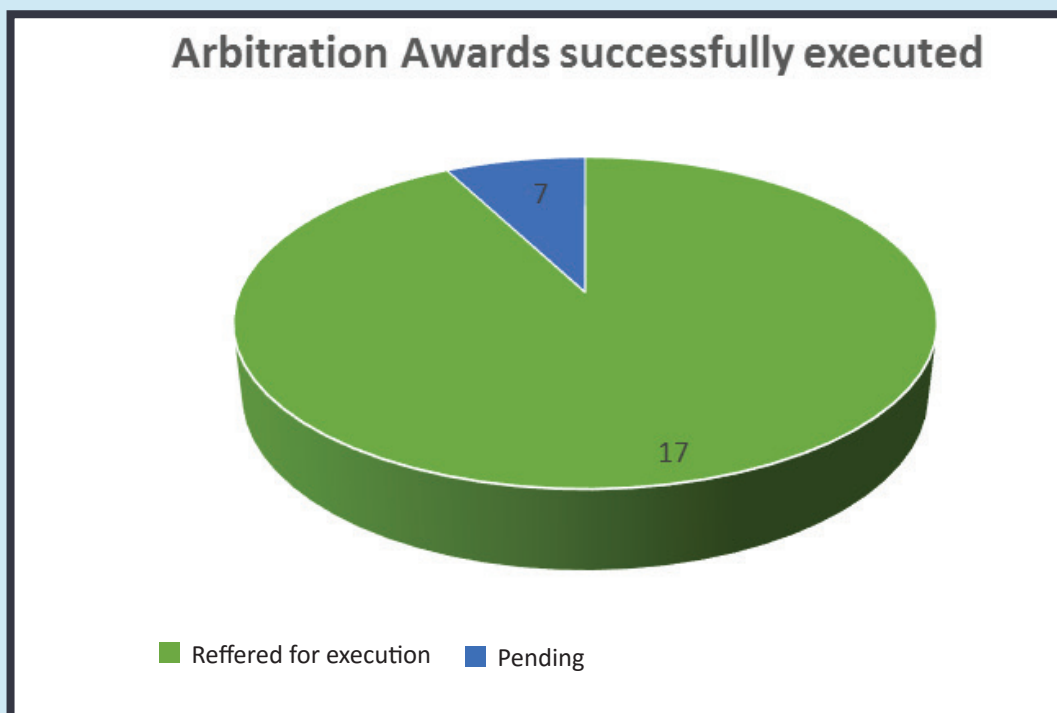
Arbitration Awards successfully enforced

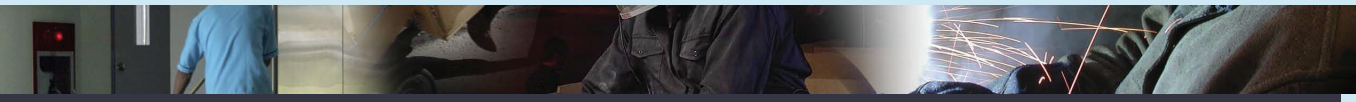
From a total of sixty (60) filed Arbitration Awards received for enforcement, thirty four (34) awards were successfully enforced, twenty-four (24) were referred for execution while two (2) were pending due to untraceable respondents.



Arbitration Awards successfully executed

A total of twenty four (24) filed Arbitration Awards had the Writs of Execution applied for. Seventeen (17) were executed and 7 are still pending.





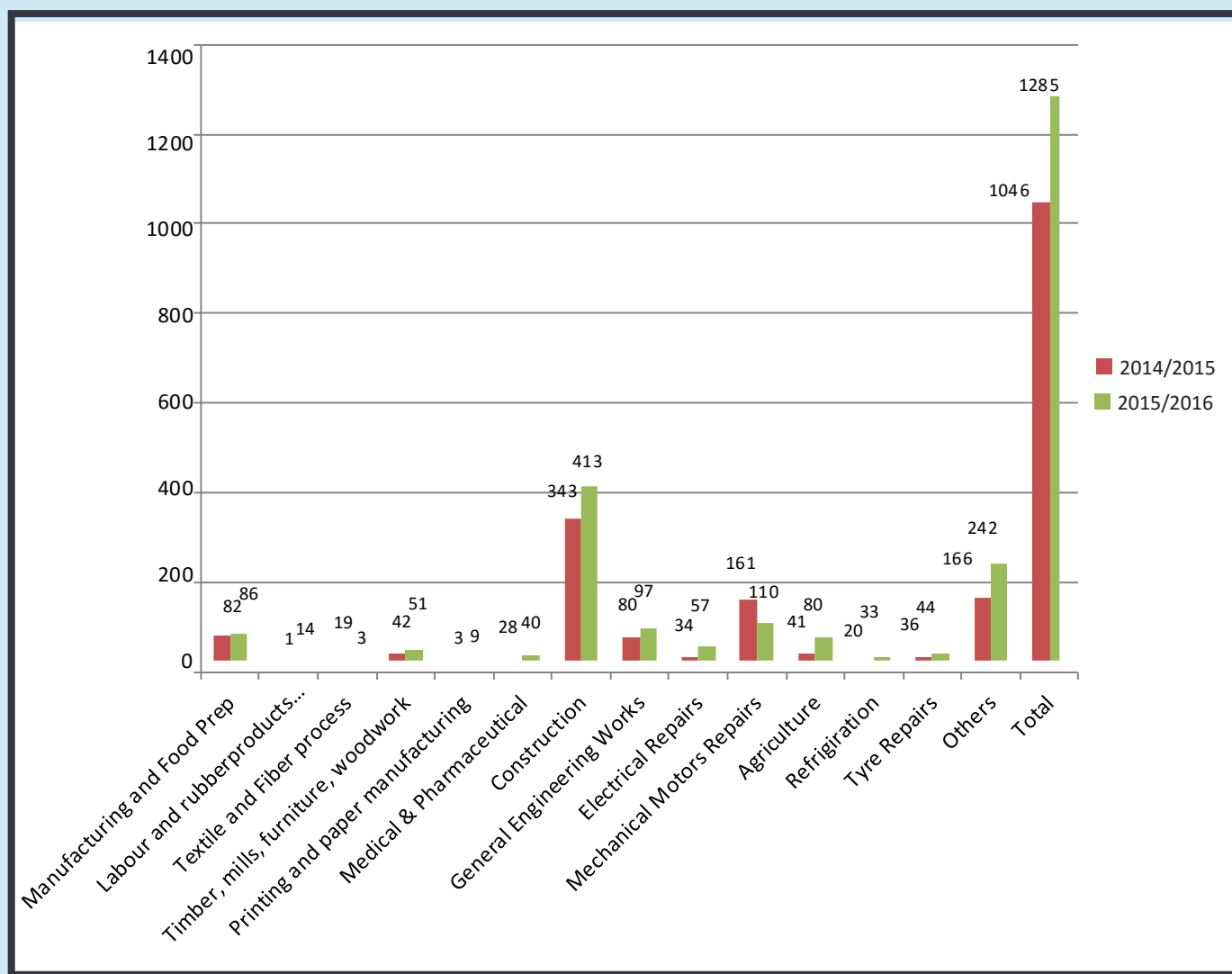
Number of Stakeholders' meetings conducted

The Division conducted thirty-two (32) meetings on labour matters country-wide.

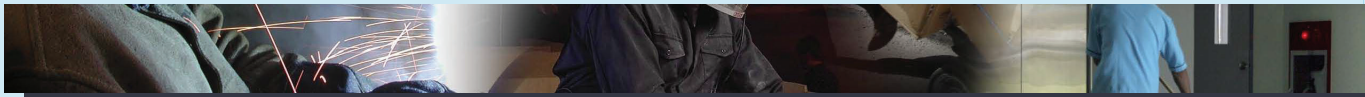
OCCUPATIONAL SAFETY AND HEALTH DIVISION

Number of inspections conducted

The Division conducted **1285** of the targeted **1130** workplace inspections as per the graph below. The set target for the year was exceeded by **14%**.



OSH inspections conducted per sector



Compliance with OHS Regulations' Selected Priority Areas

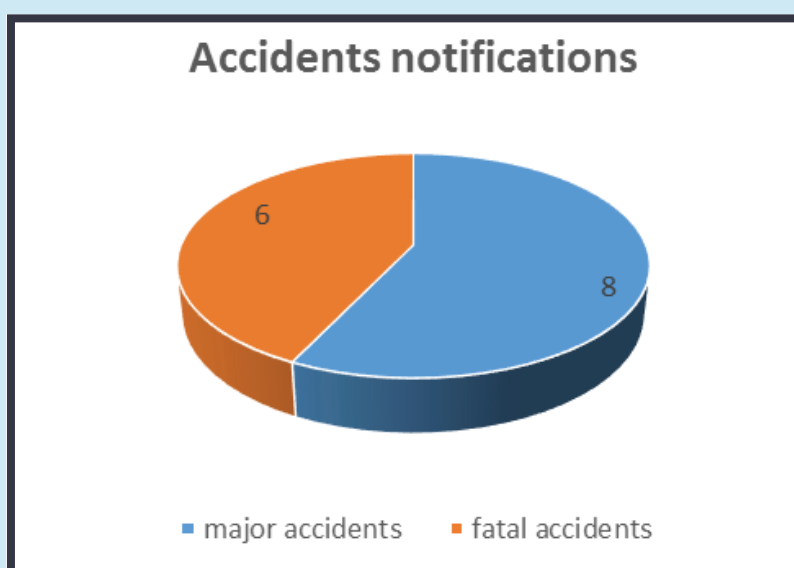
During the period under review, **10 %** of the total inspected workplaces were found to be in good compliance with OSH Regulation's selected priority areas and average & poor compliance was at **31%** and **59 %** respectively.

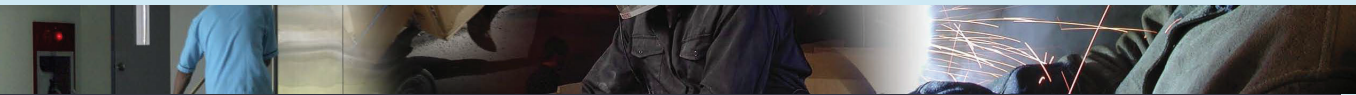


Occupational Health and Safety is essential at all workplaces

Reported Notifiable accidents investigated

The Division received notifications on **8** major accidents and **6** fatal accidents during the period under report. Out of **six (6)** fatalities, **three (3)** occurred in the Construction Sector. **Eight (8)** accidents were successfully investigated and **six (6)** were under investigation.





Boilers and Elevators/Escalators inspections

During the period under review **89** boilers and **154** Elevators/Escalators were inspected. The set target of **240** for both elevators/escalators and boilers was exceeded by **1%**.

Awareness Activities Conducted

A total of fifteen **(15)** OHS awareness sessions were conducted.

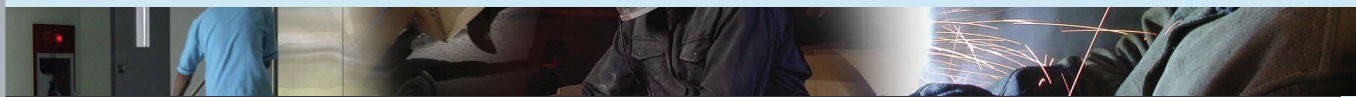
Electronic Labour Information Management System (ELIMS)

The Ministry has procured an Electronic Labour Information Management System (ELIMS) that will capture, store and process labour inspection data. Supporting infrastructure and tools have also been acquired. The server has been installed and the team is awaiting training on use of the system.

The Ministerial SMS line has been upgraded to include the registration of employers of domestic workers.



DIRECTORATE OF LABOUR MARKET SERVICES



DIRECTORATE OF LABOUR MARKET SERVICES

Functions:

To

- administer Labour Market Services legislations and regulations;
- identify prospective skills and to facilitate the formulation of employment policies and regulations by providing scientific information through conducting research and surveys on the labour market;
- promote employment creation and to reduce poverty through the provision of professional labour market services;
- plan and project labour force growth in the country;
- provide comprehensive vocational counselling services;
- and to promote labour productivity in the country.

Composition

The Directorate of Labour Market Services comprises of two Divisions namely; Employment Services and Labour Market Information.

Implementation of the Employment Services Act

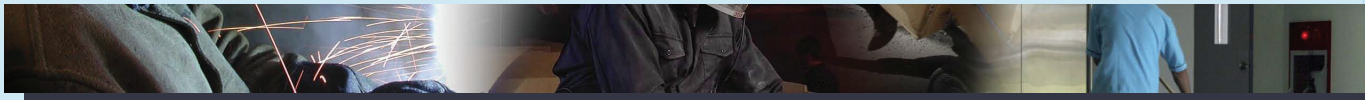
In terms of Section **16 (1)** of the Employment Service Act, the Minister after consulting the Employment Services Board members, requested all designated employers employing **25** or more employees to report vacancies within their establishments to the Employment Services Bureau.

About **2,477** notifications of vacancies were received from Designated Employers between September 2015 and March 2016 and suitable qualified job seekers were referred for possible employment.

All designated training institutions registered with the Namibia Training Authority and/ or accredited by the Namibia Qualification Authority are required to report their enrolment, courses offered as well as the number of graduates in different fields of study to the Employment Services Bureau.



The Honorable Minister with some of the Employment Service Board Members



Registration of Designated Employers

During this financial year, a total of **1,351** Designated Employers were registered on the Namibia Integrated Employment Information Services (NIEIS). The majority of them (**936**) were registered in Khomas Region. The next highest is Erongo Region with **255** Designated Employers.



*Designated employer representation shown
how to use NIEIS*

Registration of Jobseekers

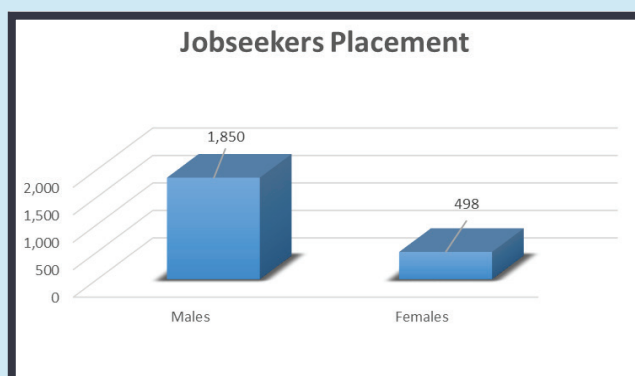
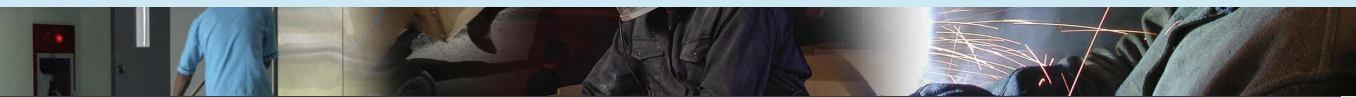
Jobseeker registration is an ongoing process which Employment Officers do on a daily basis. A total number of **12,210** jobseekers were registered during the period under review, out of which **6,944** were males and **5,266** were females. Erongo region registered more job seekers (**5,977**) than any other region.



*Jobseekers queued up for registration at the
Head Quarters Offices*

Jobseekers Placement

The placement of jobseekers depends on the availability of job opportunities. Employment Officers conduct job canvassing by visiting establishments to solicit employment for job seekers. During this financial year, about **2,348** job seekers were placed. Out of this number, **1,850** were males and **498** were females. Erongo region accounts for **1,692** or **72** percent of all jobseekers placed.



Training of Designated Employers and Training Institutions on the NIEIS

In order to ensure that DEs and training institutions were able to update their profiles, post vacancies and search for suitable candidates on the system, **82** Designated Employers and **5** training institutions received training at Otjiwarongo and Swakopmund during the period under review.

Job Canvassing

During the reporting period, **910** establishments were visited to solicit employment opportunities for jobseekers.

School Orientation/Motivational Talks

A total number of **116** orientation and **8** motivational talks were conducted in different schools and youth centres countrywide. About **6,112** learners/youths benefited from these exercises.

Implementation of the National Employment Policy (NEP)

The Directorate held a consultative meeting with delegates from the Office of the Prime Minister regarding the internship project that the Ministry wanted to implement. Since this project was already endorsed by the NEPIC, it was agreed that the Office of the Prime Minister should be part of the committee in order to spearhead this project together with the Social Security Commission.

Employment Creation Commission Bill

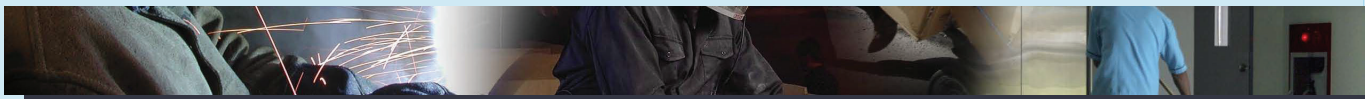
The Bill has been finalized and submitted to Cabinet who in turn, referred it to the Cabinet Committee on Legislation (CCL). The Bill was sent back to this Ministry for finalization after CCL had made some amendments.

Career Counselling and Guidance

During the period under review, **4,525** individuals received psychometric testing for career counselling and guidance as well as testing for selection and **209** Careers in Namibia books were sold.



Career counselling services



Career Fairs

The purpose of career fairs is to share information with learners on occupations available on the labour market as well as subjects to study if one wanted to pursue a certain career. At least **1,264 learners** and **123** life skills teachers were interacted with during the career fairs.

Development of the Test Commission Bill

During the reporting period, the Directorate collected information from different professionals in the field of Psychology and Human Science which contributed to the drafting of the Bill. Following advice from legal experts, a Policy on Psychometrics and Human Science Research was drafted and presented for stakeholders' inputs.

Pre-retirement Workshops

The Directorate developed a pre-retirement workbook/manual and embarked upon awareness raising workshops to sensitise the public about the importance of planning for retirement. At least 5 pre-retirement workshops targeting employees aged 45 and above were conducted in different regions.

Namibia Skills Audit Survey 2014 (NOSAS)

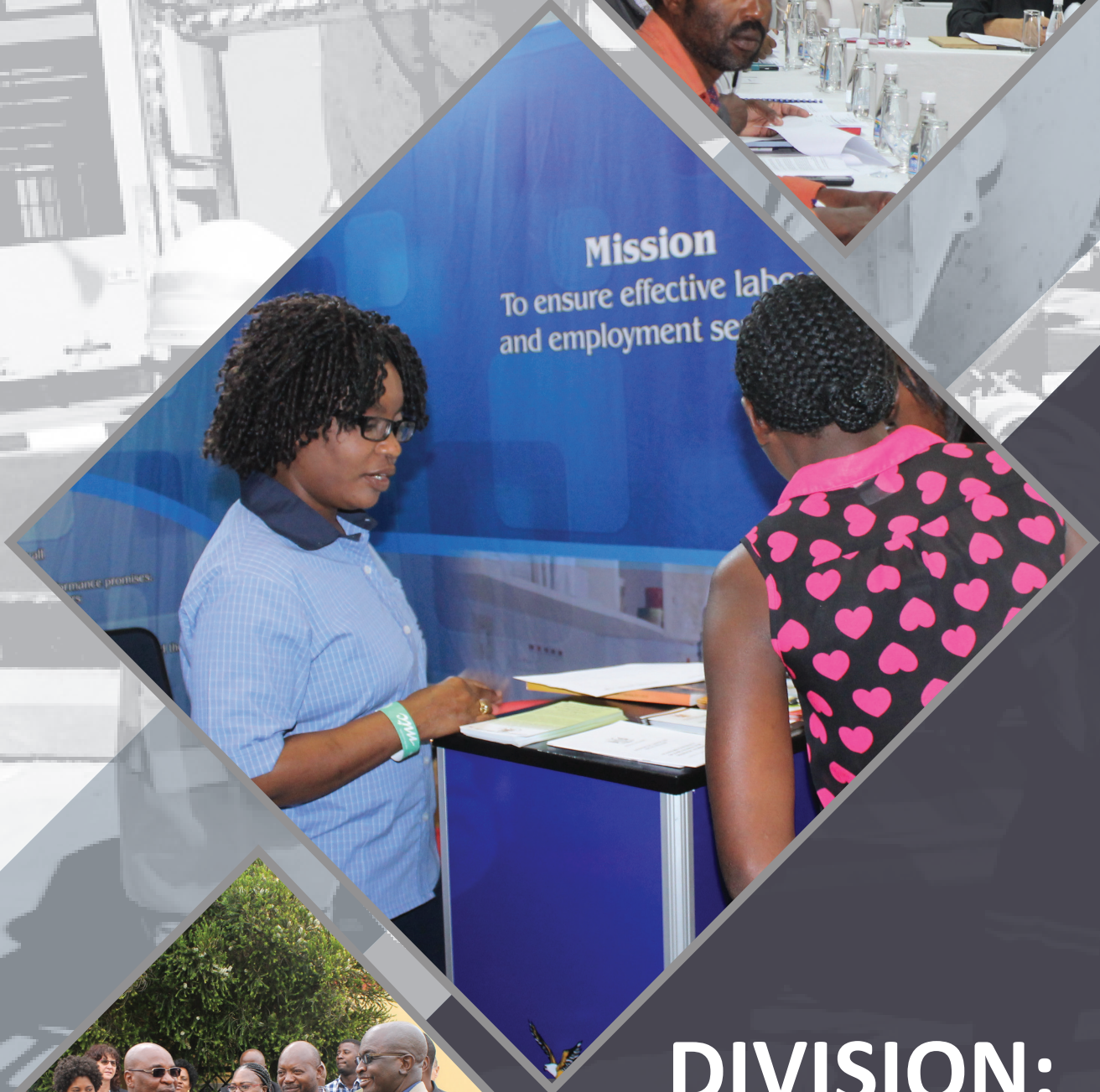
The Survey Report was finalized and is ready to be launched.

Productivity Promotion

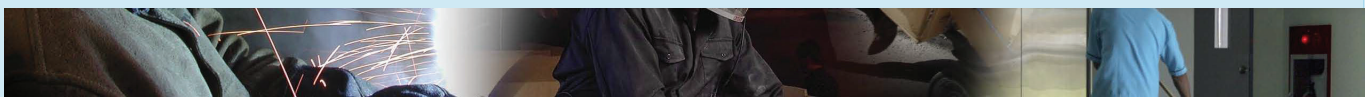
After the launch of the Productivity Movement promotional materials on Green Productivity, they were developed and distributed to 9 piloted schools in three regions, namely: Khomas, Erongo, and Otjozondupa. The following best schools were awarded prizes on Green Productivity during the Innovation Award Ceremony: Gammams Primary School (Windhoek), Makalani Primary School (Grootfontein) and Van Ryn Primary School (Windhoek).



Promotion of Green Productivity at Gammams Primary



DIVISION: INTERNATIONAL RELATIONS AND ADVICE



DIVISION: INTERNATIONAL RELATIONS AND ADVICE

During the 2015/16 Financial Year, the International Relations and Advice Division carried out the following activities in terms of its Annual Plan. The Division is divided into four Sub-divisions, namely: International Relations; Legal Advice and Exemptions; Labour Advisory Council (LAC) and Media and Public Relations. This Report covers activities for each Sub-division.

Functions:

To

- facilitate bilateral and multilateral relations;
- render advisory services on ratified and non-ratified conventions;
- provide public relations and media coverage;
- handle applications for exemptions in terms of the Labour Act and Affirmative Action Act; and
- provide secretarial services to the LAC.

Sub-division: International Relations

African Union (AU) Specialised Technical Committee on Social Development and Employment

The Sub-division facilitated Namibia's attendance at the first meeting of the Specialised Technical Committee on Social Development and Employment (STC-SDLE-1). The meeting took place in Addis Ababa, Ethiopia from 20-24 April 2015 under the theme: "Social Protection for Inclusive Development".

After considering the meeting's report, the Honourable Minister took the following decisions:

- Conceptual, political and economic aspects of social protection;
- financing of Social protection; and
- management and Governance of Social Protection Programmes.

International Labour Conference (ILC)

The Sub-division also facilitated the attendance of 19 Namibian Tripartite Delegates at the 104th Session of the Conference which was held in Geneva- Switzerland from 01 to 13 June 2015.

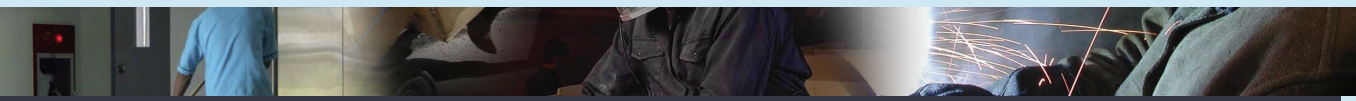
The Conference established various Committees to deal with different agenda items as follows:

- Committee on the Application of Standards (CAS);
- Small and Medium-Sized Enterprises and Decent and Productive Employment Creation Committee;
- Committee on the Recurrent Discussion on Social Protection; and
- Committee on Transition from the Informal to the Formal Economy.

Reporting under the ILO Constitution

A Report on ratified Conventions under Article 22 of the ILO Constitution was prepared and was submitted to the ILO and to the most represented social partners National Union of Namibian Workers (NUNW), Namibia Employment Federation (NEF) and Trade Union Congress of Namibia (TUCNA). The report was based on the following ILO Conventions:

- Forced Labour Convention, 1930 (No.29),
- Abolition of Forced Labour Convention, 1957 (No. 105),
- Minimum Age Convention, 1973 (No. 138),
- Worst Forms of Child Labour Convention, 1999 (No. 182),
- Labour Administration Convention, 1978 (No. 150), and
- Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144).



Report to the ILO on Evaluating the Impact of the ILO Declaration on Social Justice For a Fair Globalization: 2008

The Sub-Division prepared and submitted a Report to the ILO in the above subject matter. The purpose of this Report was to review the impact of the Declaration, in particular, the extent to which it had contributed to promoting, among members, the aims and purposes of the Organization through the integrated pursuit of the strategic objectives as well as to draw conclusions regarding the desirability of further evaluations of the opportunity of engaging in any appropriate course of action.

ARLAC training courses

The Sub-Division coordinated the attendance of two (2) staff members at the ARLAC Training Workshop which took place in Harare, Zimbabwe on different courses listed below:

- Tripartite Workshop on Labour Inspection and Gender Equality
- Decent Work for Migrant Workers Workshop

Meeting of Experts to Adopt Guidelines on Flags State Inspection of Working and Living Conditions on Board Fishing Vessels.

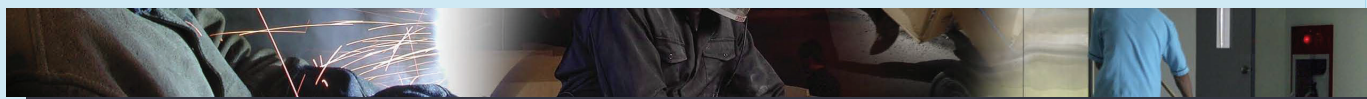
The ILO meeting took place in September 2015 in Geneva. The purpose of the Meeting was to consider and adopt Guidelines on Flags State Inspection of Working and Living Conditions on Board Fishing Vessels. The adopted Guidelines were tabled at the Governing Body in March 2016.

Validation Workshop on the Work in Fishing Convention, 2006 (No. 188) and Maritime Labour Convention, 2006

The Sub-Division coordinated a Validation Workshop on the Work in Fishing Convention, 2006 (No. 188) and Maritime Labour Convention, 2006, that took place from 8-10 December 2015 in Walvis Bay. An Action Plan on addressing gaps in National Legislations was drafted and submitted to the Labour Advisory Council for deliberations before advising the Hon. Minister on possible ratification.



Some participants who attended the Validation Workshop in Walvis Bay



The 13th Session of the African Regional Meeting

The 13th Session of the African Regional Meeting took place in Addis Ababa, Ethiopia from 30 November – 3 December 2015. The Addis Ababa Declaration titled “Transforming Africa through Decent Work for Sustainable Development” was adopted by 45 African countries and the following recommendations were submitted after the Session:

- Namibia should explore new means of technology especially in the agriculture sector;
- the Ministry should ensure the implementation of the strategies that will combat informality in the economy through engaging ILO on the possible funding;
- the Ministry should ensure maximum publicity and capacity building on the Sustainable Development Goal No. 8 of the UN, namely: “Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”.

International Labour Standards Workshop

A Workshop on International Labour Standards: Ratification, Supervision and Reporting was coordinated and organised by ARLAC Campus from 02 - 05 November 2015. Participants were drawn from ARLAC Member States and their social partners.

The following recommendations were made:-

- Member States should create effective awareness platforms regarding international labour standards;
- Member States should form local working committees to coordinate and monitor progress on ratification and implementations of ILO Conventions;
- Member States should hold periodic capacity building training for social partners; and
- Co-ordinated efforts by various States organs in policy formulation and implementation.

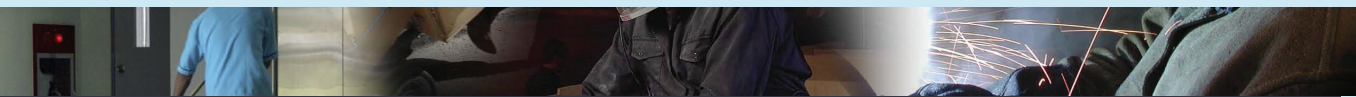
Tripartite Sectorial Meeting for Occupational Safety and Health and Skills in the Oil and Gas Industry

The Sub-division facilitated Namibia’s attendance at the Tripartite Sectorial Meeting for Occupational Safety and Health and Skills in the Oil and Gas Industry Operating in Polar and Subarctic Climate Zones of the Northern Hemisphere that took place in Geneva, from 26 – 29 January 2016.

42nd Ordinary Session of the ARLAC Governing Council Meeting and High Level Symposium on the Decent Work in the Global Supply Chains

The meeting was attended by the Government delegation and was led by Hon. Minister. High Level Symposium Theme was “Decent Work in the Global Supply Chains”.

The ARLAC Member States identified a number of challenges with respect to decent work in Global Supply Chains accompanied by resolutions for possible implementation.



First National Social Dialogue on Labour and Employment Conference

The Ministry hosted a two-day First National Social Dialogue on Labour and Employment Conference. The Conference focused on two critical themes, namely: “Improving the Current State of Labour Relations in Namibia” and “Creating Employment for Namibian Youth.”

The recommendations made during the Conference were incorporated into the strategies of the Ministry, as a way of addressing the challenges highlighted during the Social Dialogue.



Sub-division: Legal Advice and Exemptions

Increase of Overtime limit, work on Sunday and Public Holiday

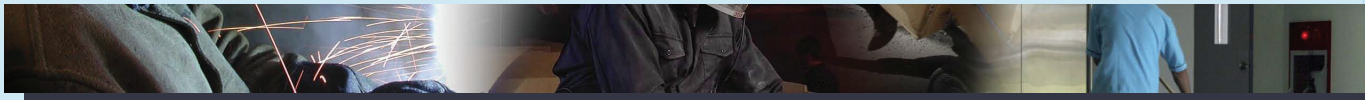
During the period under review, the Sub-division received and processed four hundred and sixty-two (**462**) overtime applications for the Hon. Minister’s consideration while three hundred and three (**303**) were for the Permanent Secretary. Two applications as of end of March 2016 were pending due to insufficient information provided by the applicants.

Continuous Operation, Exemptions and Variations in terms of the Labour Act

The subdivision handled thirty-one (**31**) applications ranging from continuous operations to variation and exemptions.

(a) Continuous Operations and Exemptions

Twenty-four (**24**) applications on continuous operations and exemptions were received. All applications were approved by the Minister.



(b) Variations

A total number of seven **(7)** applications for variation were received and they were processed as follows.

- two **(2)** applications were granted variations;
- two **(2)** applications were pending due to incomplete information;
- two **(2)** applications were pending due to the fact that the fishing sector was to have only one variation to be applicable to the whole sector; and
- one **(1)** application was withdrawn by the applicant.

Exemption to hold valid Affirmative Action Certificate

Fifteen **(15)** exemptions applications to hold a valid Affirmative Action Certificate were received and processed for approval by the Minister.

Exemption from the Security Industry Minimum Wage Agreement

One **(1)** application for exemption from Security Industry's Minimum Wage Agreement was received, but it remained due to lack of sufficient information.

Sub-division: Labour Advisory Council

Labour Advisory Council Meetings

Members of the Labour Advisory Council held ten **(10)** meetings and a report on Essential Services was submitted. In terms of Section 139 of Labour Act, recommendations were made to the Minister for applications on exemption to train Namibian understudies.

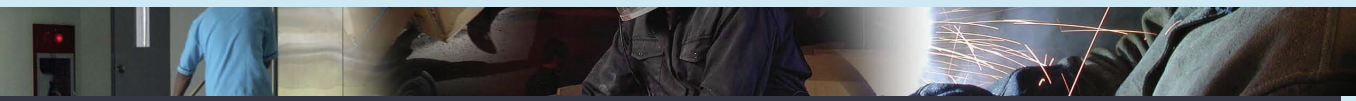
During the reporting period, the following matters remained on the LAC agenda:

- Amendment to the Labour Act;
- LAC Strategic Plan 2014/2017;
- Variation of application in terms of Section 139 of the Labour Act.
- Amendment to the National Fishing Corporation of Namibia Act, (Act 28 of 1991) and Marine Resources Act, 2000 (Act 27 of 2000)
- NEF nomination to LAC;
- ALAN nomination to the ESC; and
- SADC Protocol on Employment and Labour.

The Council received applications for variation in terms of Section 139 of the Labour Act, (Act No. 11 2007) and all applications were pending during the reporting period.

Committee on Dispute Prevention and Resolution (CDPR)

During the reporting period, the Committee had two **(2)** meetings, during which a total number of forty eight **(48)** applications for appointment of Conciliators/Arbitrators were reviewed. Of these applications, thirteen **(13)** were recommended as Conciliators/Arbitrators, thirteen **(13)** as Conciliators only and twenty two **(22)** were not recommended.



Committee on Essential Services

During the period under review, the Committee received two **(2)** urgent applications from Servest Multi Service Group and Namib Poultry Industries (NPI) in terms of Section 77 (12) of the Labour Act. Among the applied services by the Servest Multi Service Group to be declared as essential, the Committee recommended the following only:

- (a) sewage removal and management at Husab Mine, and
- (b) preparation, storage and catering of food for people at Husab Mine.

As for the second application, recommendations were made to the Minister not to declare NPI as an essential service.

The Committee conducted an urgent meeting to discuss the appeal submitted by the Red's (Nored, ErongoRed and Cenored) on the outcome of Government Gazette Notice No. 5510, published on the 15th July 2014, on the designation of Essential Services in the electricity industry. The appeal was not within the mandate of the Committee and the applicant was advised in terms of section 77 (15) of the Labour Act to approach the relevant competent authority.

Exemption Committee (Understudies)

The Committee conducted an urgent meeting to discuss the appeal submitted by the Red's (Nored, ErongoRed and Cenored) on the outcome of Government Gazette Notice No. 5510, published on the 15th July 2014, on the designation of Essential Services in the electricity industry. The appeal was not within the mandate of the Committee and the applicant was advised in terms of section 77 (15) of the Labour Act to approach the relevant competent authority.

Sub-division: Media and Public Relations

The following activities were carried out during the period under review:

Compilation of Annual Reports

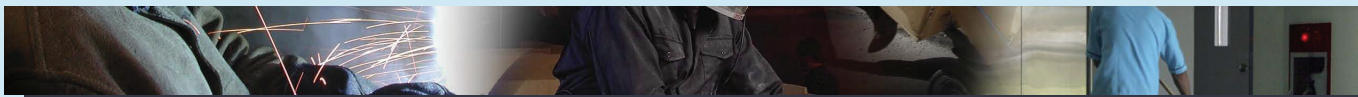
The two (2) Ministerial Annual Reports for 2013/14 and 2014/15 Financial Years were compiled, finalised and submitted for publication.

Radio Programme

The Ministry revived its one hour (18h00-19h00) NBC Radio live series/ programme Namibia @ Work, every Tuesday. The programme was to run for nine months (24 November 2015 to 26 July 2016). All Offices/ Directorate/Divisions were allocated time slots. Plans were to have the programme extended in different local languages.

Newsletter

During the year under review, the Ministry published its Newsletter for June-August 2015 in January 2016. At least 2000 copies were published and distributed to the public.



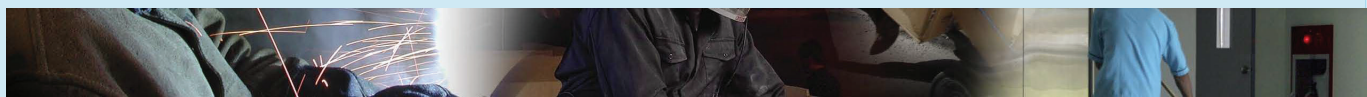
Trade Fairs

The Ministry participated at the following eleven (11) Trade Fairs/Expos/Shows:

Trade Fair	Date
1. Eenhana Trade & Business Expo	27 July 2015- 01 August 2015
2. Katutura Expo	29 July 2015- 02 August 2015
3. Zambezi Bream Festival & Cultural Expo	10-15 August 2015
4. Ongwediva Annual Trade Fair	21-29 August 2015
5. Okakarara Trade Fair	31 August 2015- 06 September 2015
6. Keetmanshoop Agricultural & Industrial Show	2-5 September 2015
7. Grootfontein Agricultural & Industrial Show	16-19 September 2015
8. Omaheke Trade Fair	21-26 September 2015
9. Windhoek Agricultural Show	25 September 2015- 03 Oct 2015
10. Walvis Bay/ Namport Erongo Business & Tourism Expo	28-31 October 2015
11. Kavango Trade Fair	03-07 November 2015



**DIVISION:
GENERAL SERVICES**



DIVISION: GENERAL SERVICES

Functions:

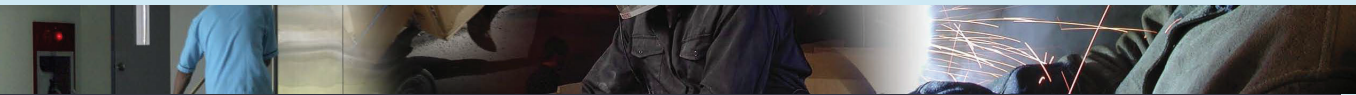
- To
- render advisory services on relevant Acts, Public Staff Rules and Regulations;
 - ensure that Public Service Staff Rules and Regulations are adhered to;
 - carry out the recruitment process, and handle grievances and disciplinary actions;
 - carrying out training needs assessments and ensure capacity building in the Ministry;
 - provide IT services;
 - provide auxiliary services;
 - administer and manage of all finance related matters; and
 - provide administrative and secretarial support to the Ministry.

Finance Sub-division

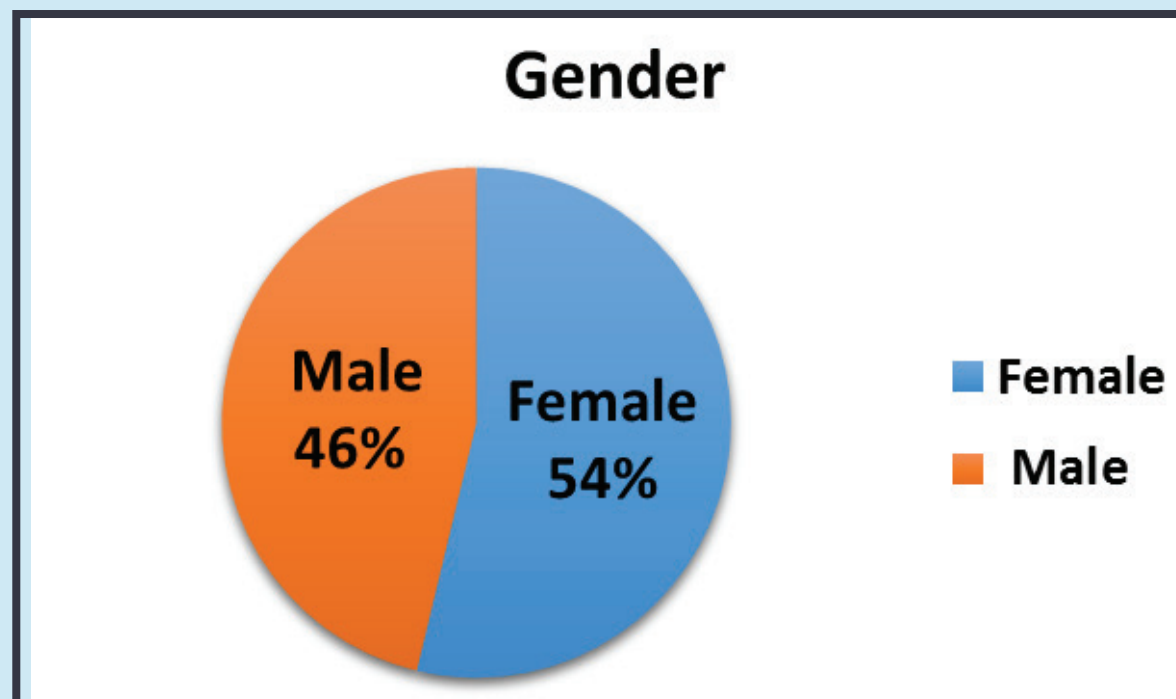
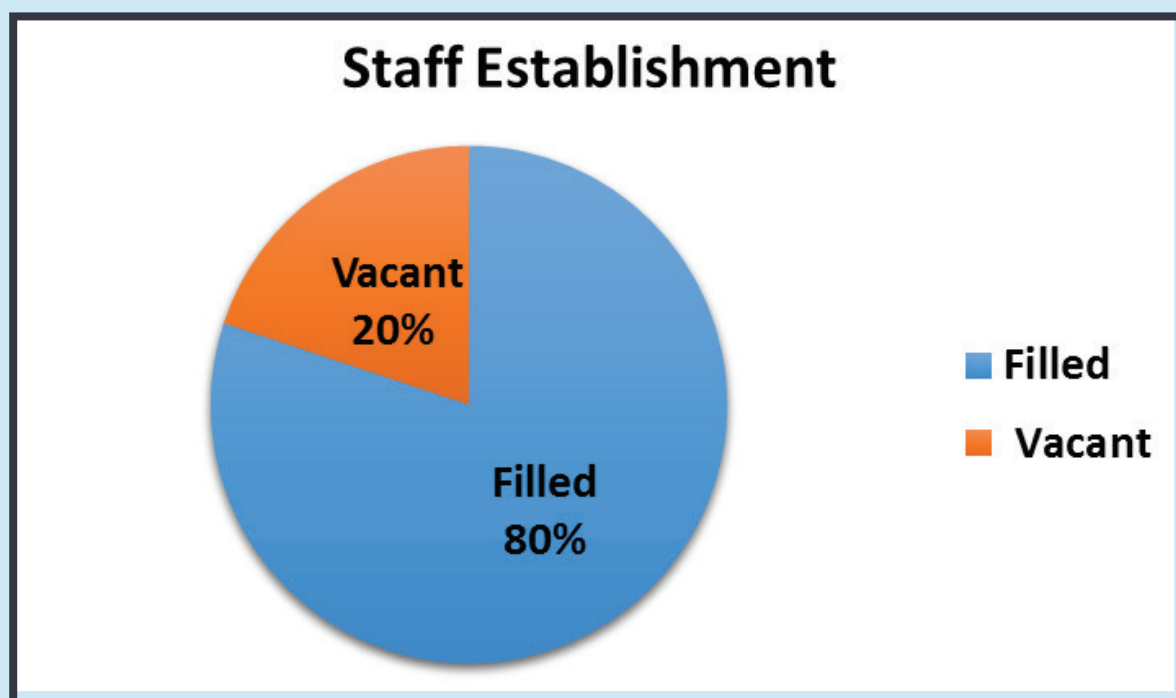
Summary of Budget Execution

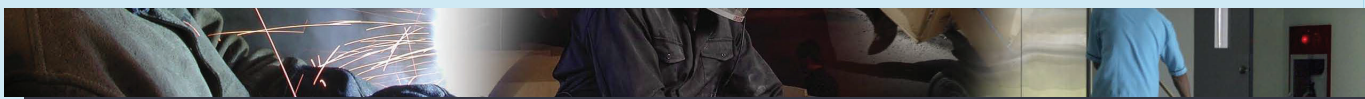
EXPENDITURE REPORT

	BUDGET	EXPENDITURE	% of BUDGET
(001) Remuneration	99,222,997	93,203,211.94	94%
(002) GIPF	11,358,000	11,009,412.93	97%
(003) Other Condition of services	3,331,000	1,395,149.55	42%
(004) Improvement of Remuneration Structure			
(005) Employers' Contribution to Social Security	363,000	363,511.99	100.14%
(021) Travel and Subsistence Allowance	18,230,695	12,149,853.12	67%
(022) Materials and Supplies	7,063,304	3,522,058.15	50%
(023) Transport	7,791,000	6,197,290.10	80%
(024) Utilities	12,434,000	10,930,235.37	89%
(025) Maintenance Expenses	14,368,000	13,143,802.99	92%
(026) Property Rental And Related Charges	1,715,000	1,088,837.57	64%
(027) Other Services and Expenses	32,737,000	26,384,732.52	84%
(041) Membership Fees and Subscriptions	820,000	750,982.95	92%
(044) Individuals and Non Profit Organisations	19,133,000	33,939,972.59	177%
(101) Furniture and Office Equipment	13,085,000	3,558,963.27	27%
(102) Vehicles			
(105) Feasibility Studies, Design and Supervision	2,100,000	1,074,731.49	51%
(107) Construction, Renovations and Improvement	81,386,004	59,878,645.60	74%
Total	325,138,000	278,227,368	86%



Human Resources Sub-division

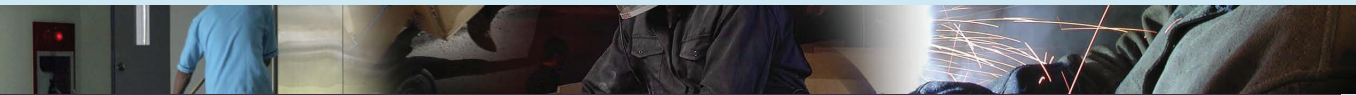




Training and Development Sub-Section

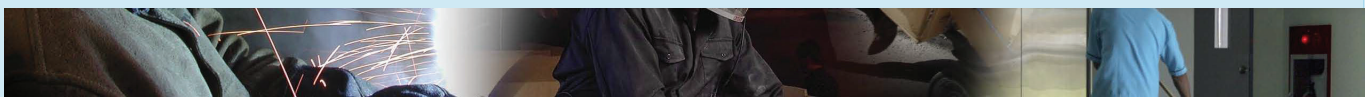
Staff members from various Offices/Directorates and Divisions attended different courses as outlined below:

<i>Non- qualifying Training (workshops, conferences/symposiums etc.)</i>			
	Members	N\$	N\$
Intermediate Computer Literacy Microsoft Office	12	6 500.00	78 000.00
CISCO CCNA Routing and Switching	1	17 830.00	17 830.00
Effective Report Writing and Minute Taking	1	8 000.00	8 000
Managing Libraries and Document Centre	1	14 274.76	14 274.76
Computer Skills	2	7 200.00	14 400.00
Manual and Electronic Record Keeping	1	8 800.00	8 800.00
Advance Micro-Soft Excel	1	5 500.00	5 500.00
Health and Safety Practices	29	6 399.00	185 571.00
Customer Care	5	6 400.00	32 000.00
Supervisory Skills	1	8 500.00	8 500.00
Switchboard Operator and Telephone Etiquette	1	6 500.00	6 500.00
Advanced Computer Skills	13	7 192.30	93 500.00
Building Effective Labour Dispute Prevention and Resolution System	4	24 181.74	96 726.96
Strengthening and re-engineering Labour Administration	5	48 488.65	242 443.25
Building Labour Prevention	1	48 488.65	48 488.65
National Tripartite Social Dialogue	2	49 000.00	98 000.00
Data Management Skills	5	5 500.00	27 500.00
Basic Principles of Occupational Hygiene	10	9 234.00	92 340.00
Basic Office Administration, Computer and Clerical skills	1	7 500.00	7 500.00
Disciplinary Hearing and Misconduct	1	9 000.00	9 000.00
Complaint handling and stress management	4	8 100.00	32 400.00
Certified Ethical Hacker V8	1	17 100.00	17 100.00
IPAS and Financial Management	5	15 000.00	75 000.00
First Aid, Air conditioning and Fire Fighting	7	7 100.00	56 800.00
Labour Relations and Conflict Management	5	36 883.00	184 415.00
9th Edition of Eastern and Southern Africa Pension	1	16 650.04	16 650.04
Emotional Intelligence, Cultural Diversity and Stress Management	5	6 000.00	37 500.00
Supervisors Skills	9	8 500.00	76 500.00
Supervisory Skills	1	8 000.00	8 000.00
Basic Office Administration, Computer and Clerical Skills	6	7 500.00	45 000.00
Certification of Conciliation/ Mediation of Labour Dispute	4	31 541.40	126 165.60
Minute Taking	2	6 500.00	13 000.00
Minute Taking and Report Writing	1	8 500.00	8 500.00
Effective Record Management and Filing Techniques	1	4 850.00	4 850.00
Advanced ICT	2	8 000.00	16 000.00



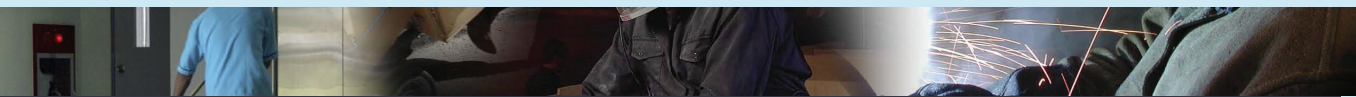
Non- qualifying Training (workshops, conferences/symposiums etc.)

Course Attended	Number of Staff Members	Training Fees N\$	Sub-total N\$
National Programme System of OHS	1	49 636.00	49 636.00
Distance Learning course on OHS	1	31 950.00	31 950.00
Intermediate Microsoft Word, Access, Excel and PowerPoint	1	8 500.00	8 500.00
Office Administration and Secretarial	2	7 500.00	15 000.00
Advance Labour Relations Management	6	34 907.00	209 442.00
Effective Report, Minute Writing and Presentations Skills	2	7 100.00	14 200.00
Grand Total			2 038 223.22



Qualifying Training

Course Attended	Number of Staff Members	Training Fees N\$	Sub-total N\$
Master of Business Administration	2	29 000.00 35 533.00	29 000.00 35 533.00
MSc Occupational Health and Safety and Environment Management	1	8 912.50	8 912.50
Bachelor of Business Administration	1	13 353.00	13 353.00
Bachelor of Logistics	1	4 645.00 6 080.00	4 645.00 6 080.00
Diploma in Labour and Employment Studies	1	6 520.00	6 520.00
Advanced Diploma in Human Resources Management	3	6 195.00 6 602.50 7 125.00	6 195.00 6 602.50 7 125.00
Advanced Diploma in Management	1	2 030.00	2 030.00
International Diploma in Logistics and Transport	1	8 520.00	8 520.00
LLB	2	5 395.00 4 535.00	5 395.00 4 535.00
Bachelor of Laws(Hon)	1	3 930.00	3 930.00
Bachelor of Business Administration	1	13 353.00	13 353.00
Post-Graduate Diploma in Labour Law	1	7 267.50	7 267.50
Grade 12	1	16 424.00	16 424.00
SAMTRAC, Ashepp	1	1 268.00	1 268.00
MCSA Server 2012	1	23 315.00	23 315.00
International Diploma in Logistics and Transport	1	8 520.00	8 520.00
Diploma in Human Resources Management	1	6 695.00	6 695.00
Driver's License	2	1 130.00 450.00	1 130.00 450.00
Total			N\$205 802.50



Information Technology Sub-division

The Information Technology Sub-Division purchased new computer equipment and related accessories.

Computer Maintenance and Network Installation

Maintenance and network installation were carried out successfully at all Regional Offices and the Head Office.

Maintain and Revamp Ministerial Websites

This Subdivision successfully migrated and updated the Ministerial website (www.mol.gov.na).

Auxiliary Services/Logistics

Maintenance Sub-section

- air-conditioners were installed at the Head Office and old air-conditioners at the Office of the Labour Commissioner were replaced;
- the transformer at the Head Office was serviced;
- motor gates were installed at the main entrance of the Head Office;
- ablution block, waiting area and tiling was completed at Katima-Mulilo Office.

Transport Sub-division

A total number of 17 Vehicles were involved in accidents, 12 were repaired while 5 were still to be repaired. 18 vehicles were transferred to Ministry of Poverty Eradication and Social Welfare on the approval of the Treasury.

Stock Sub-section

Stock taking was conducted at 23 Stock Control Points countrywide and the Report was submitted to the Ministry of Finance, Treasury. Worn out and damaged office furniture and equipment from 23 Stock Control Points were to be transferred to Government stores for auction.

CAPITAL PROJECTS

Project Name	Project Description	Budget N\$000	Project Phase	Project Phase Budget	Activities	Activities Date		Expenditure N\$ 000	Challenges
						Start Date	End Date		
Extension to the Head Office	The project aims to provide adequate office space for better service delivery in Khomas Region	14 499 913.49	Documentation	14 499 913.49	Documentations finalised	01 April 2013	31 March 2017	14 499 913.49	Receiving of payments from MWT were delayed.
Construction of New Labour Commissioner's Office	The project aims to provide adequate office space for better service delivery in Khomas Region	45 378 732.11	Construction was in progress: phase 2	45 378 732.11	Construction completed	01 April 2014	31 March 2019	45 378 732.11	Receiving of payments from MWT were delayed.
Extension of Keetmanshoop Regional Office	The project aims to provide adequate office space for better service delivery in Karas Region	29 739.00	Documentation	29 739.00	Documentations finalised	01 April 2015	31 March 2019	29 739.00	None
Extension of Mariental Regional Office	The project aims to provide adequate office space for better service delivery in Hardap Region	29 783.10	Documentation	29 783.10	Documentations finalised	01 April 2015	31 March 2019	29 783.10	None
Extension of Otjiwarongop Regional Office	The project aims to provide adequate office space for better service delivery in Otjozondjupa Region	378 077.79	Documentation	378 077.79	Documentations finalised	01 April 2015	31 March 2019	378 077.79	None

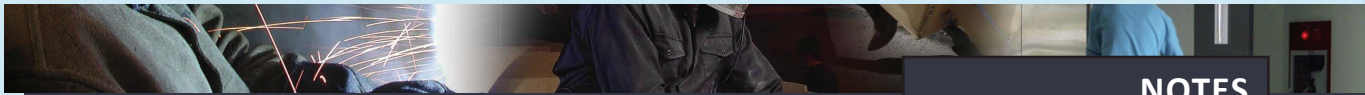


PART FOUR

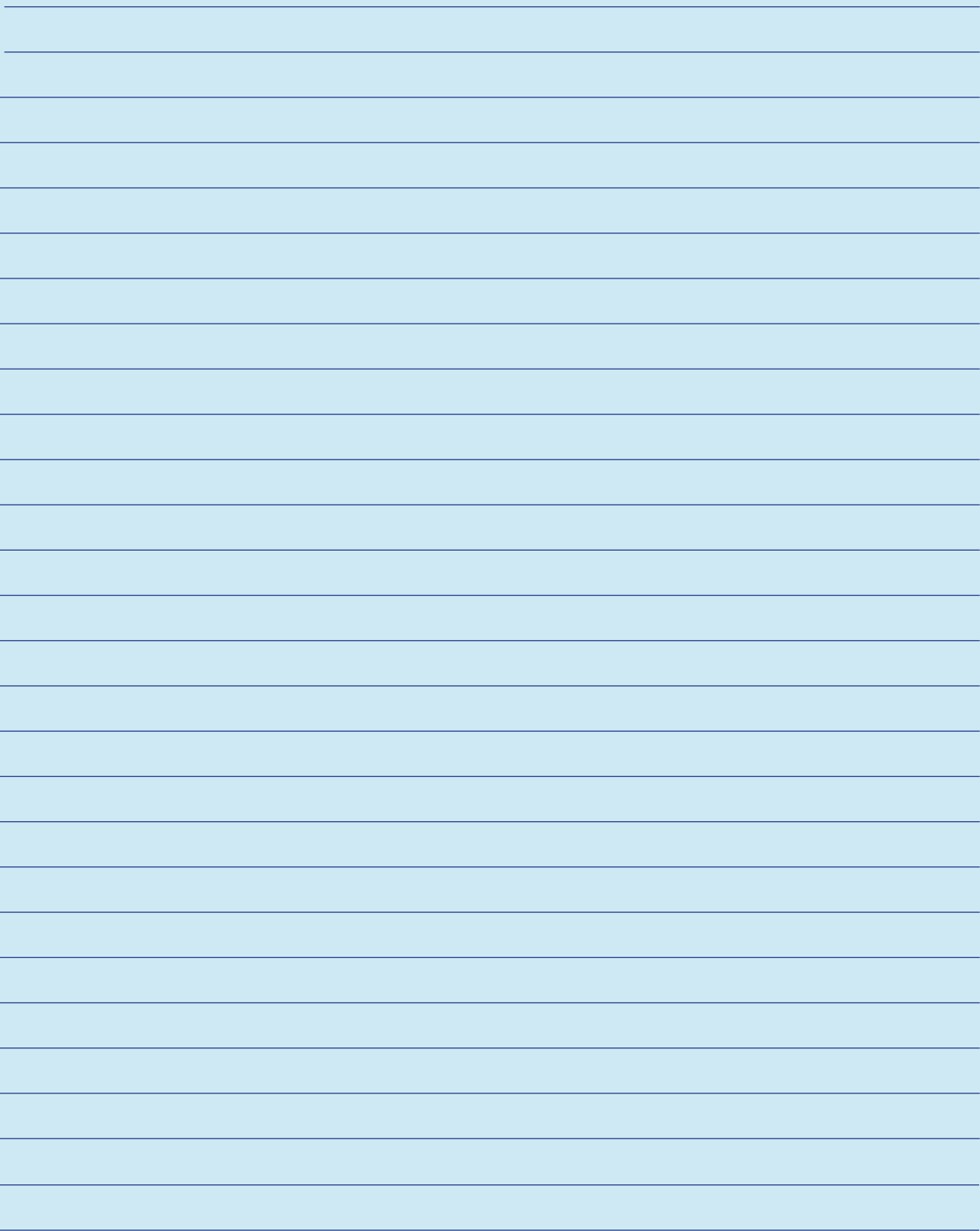
CHALLENGES

Despite the accomplishments of the above activities by the Ministry through its various Directorates and Divisions, there were some of challenges that prevented the Ministry from attaining the desired outcomes as per its Annual Plan 2015/2016. These were but not limited to:

- limited budgetary allocations;
- understaffing and high staff turnover;
- lack of adequate transport and appropriate equipment; and
- failure by some employers to notify the Ministry on time regarding workplace accidents.



NOTES



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