



REPUBLIC OF NAMIBIA

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

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**QUARTER : FIRST (1<sup>st</sup>) QUARTERLY REPORT**

**PERIOD : 01<sup>ST</sup> APRIL- 30 JUNE 2020**

**FINANCIAL YEAR : 2020/2021**

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## 1. EXECUTIVE SUMMARY

The Ministry of Labour, Industrial Relations and Employment Creation (MLIREC) presents its First Quarter Report of 2020/2021 Financial Year with the aim of demonstrating progress made on its commitment of ensuring harmonious labour relations and full employment. Amid challenging time of COVID-19, the Ministry continues playing a leading role in the country's labour and employment sector.

The country witnessed massive collective termination of employment (retrenchment) during the review period whereby a total number of **5748** employees were retrenched by **388** employers. Of these employees, **1816** were retrenched due to COVID-19 related reasons while **3932** were retrenched due to other reasons. Khomas Region recorded a higher number of retrenched employees (**2838**) followed by Erongo Region with **1309** while Omaheke and Omusati Regions recorded the least of **3** and **5** respectively. Among all the regions, only Kavango-West was spared from retrenchment during this Quarter. In addition, the Ministry had to deal with **405** unfair dismissals, of which **13** were COVID-19 related. It is important to highlight that the COVID-19 State of Emergency resulted in some serious operational challenges whereby the Ministry recorded a backlog of about **588** cases throughout the country.

During this Quarter, **2035** jobseekers were added/registered into the employment database i.e. Namibia Integrated Employment Information System (NIEIS). The Ministry received **1446** vacancy notifications for referral purposes and **2936** jobseekers were referred for possible employment placements. The Ministry however only managed to place a number of **33** jobseekers for employment in various employment establishments.

It is a common knowledge that Namibia is faced by a high rate of unemployment, which is mostly affecting women. During this Quarter, statistics show that the 25-29 age category recorded a higher number of jobseekers (**572**), followed by 30-34 years (**453**) and 35-39 with **305** jobseekers registered. In order to mitigate high unemployment rate, the Ministry has started the process of reviewing the National Employment Policy, which is anticipated to yield positive outcomes.

The Ministry like any others operated in hardest times during this Quarter whereby unusual activities have to be initiated in order to fully respond to the unexpected of COVID-19. As usual, the Ministry conducts Occupational Safety and Health Inspections at various workplaces. During this period, the Ministry conducted a number of **503** OSH Inspections, of which **112** were regular OSH Inspections

while **391** were COVID-19 specific inspections targeting the sectors that are considered as high-risk sectors. These inspections covered a combined total of **9908** employees.

It is imperative to indicate that, of the inspected workplaces, **86 (16%)** were found to be in good compliance with OSH Standards and COVID-19 Regulations while **34%** and **49%** were recorded as average and poor respectively. The Medical and Pharmaceutical Sector recorded the highest good compliance rate with **45%**, followed by Retail which recorded **38%** good compliance rate. Agriculture Sector recorded highest poor compliance with **66%** of inspected farms.

As a Member State of the International Labour Organisation (ILO), Namibia is expected to be on par with the International Labour Standards. As a result, a submission was made to Cabinet for the Minister to table the ratifications of two Conventions, namely; Domestic Workers Convention, 2011 (No. 189) and Violence and Harassment Convention, 2019 (No. 190). In addition, progress has been made in establishing the National Minimum Wage that will be enforced across all sectors. Once implemented, it is expected to curb unfair remuneration rates especially in Sectors where there are currently no Minimum Wages by Agreement or in terms of Wage Orders.

As required by the Labour Act (Act No. 11 of 2007), the Minister appointed and inaugurated the 14<sup>th</sup> Labour Advisory Council. The Council is a tripartite body that aims to strength social dialogue and advice the Minister on labour and employment related issues. It comprises of **13** Members and will serve for a period of **three (3)** years.

Last but not least, **406** non-Namibian employees covered by the **215** Reports were being understudied by Namibians during the reporting period. The understudy serves the purpose of skills transfer from the expatriates to the locals. This is done in order to ensure less non-Namibians being employed as more Namibians are being capacitated in areas where skills are scarce.

This summary gives a glimpse of the activities that were undertaken by this Ministry during this Quarter. However, an in-depth descriptions of activities is hereunder outlined, each reported under its respective Offices/Directorates/Divisions.

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

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

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

#### **1.1. Affirmative Action Act and Regulations Review**

The review and proposal of amendments to the Affirmative Action Act and Regulations could not be finalized during this Quarter due to time constraints and the fact that, the Commission is in the process of developing and integrating an objective criteria in a form of a scorecard in the review and recommendation process.

The Committee which was established by the Commission to oversee the finalization of this important process is likely to complete its enormous task during the second Quarter of the current Financial Year. It is vital to point out that, the new Employment Equity Commissioner was tasked to transform the Commission and an Integrated Review and Recommendation Scorecard is one of the tools which will assist the Commission in achieving its transformational agenda.

#### **1.2. EEC Employer Guidelines and Forms Review**

The EEC Employer's Guidelines and all relevant Forms will be simultaneously reviewed with the Act and the Regulations to ensure that the entire regulatory framework is aligned. This is also likely to be finalized during the next Quarter.

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

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

A total number of **14** stakeholder engagements were undertaken during the period under review compared to a tentative target of **100**. In addition to the above, only **one (1)** training session of the targeted **72** training sessions was conducted. This translates to **14%** and **1%** respectively and is attributable to the limited funds which were availed for Quarter 1 as well as time constraints due to the Covi-19 Emergency lockdown.

The Commission's stakeholders are usually engaged for guidance and improvement of knowledge around the Act and the mandate of the Commission. Below is an outline of some of the various stakeholders who were engaged during the period under review:

- (a)** A total number of **3** workplace visits / inspections were carried out during this Quarter which is below a target of **40** – thus translating to **8%** only. Failure to reach this target can be attributed

to the time constraints as a result of the Covid-19 Emergency lock down and limited funds which were availed for Quarter 1.

## **2.2. Compliance and Enforcement**

(a) of the targeted **329**, a total number of **215 (65%)** AA Reports were received during the period under review. This is above a total of **202** AA Reports which were received in the corresponding period for the previous Financial Year; and

(b) to enhance compliance, the Office is still committed towards the development and/or finalization of a Non-Compliance Mitigation System which will not only be focusing on laying charges against non-compliant relevant employers but also among others, constantly be reminding them to submit their Reports on time. This is in addition to the extensive stakeholder engagement sessions which the Office has always been embarking on. This process will require the involvement of the Ministry's IT Sub-Division as well as Office of the Prime Minister.

The compliance rate for the period under review was **63%**. This compliance rate is low compared to the **94%** compliance rate of the corresponding period during the 2019/20 Financial Year. This low compliance rate could be attributed to the Covid-19 Emergency lockdown which had a negative impact on the submission of AA reports and corrections on identified shortcomings by relevant employers. Cases will be registered against relevant employers violating the provisions of the Act.

## **2.3. AA Report Review**

A total of **215** AA Reports (slightly below the set target of **329**) received during this Quarter were processed. About **407** AA Reports, inclusive of **192** which were carried over from Quarter 4 were reviewed and/or presented before the Commission for consideration. A total number of **230** AA Reports were approved during the period under review while about **5** were referred back to the Review Team for engagement with the Relevant Employers on the identified shortcomings. The rest were to be considered in the next EEC's Meeting scheduled to take place during the month of July 2020.

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

About **406** non-Namibian employees covered by the Reports which were received, reviewed and/or recommended during this Quarter were being understudied. This is below the set target of **450** and is

not in line with the declining intent of this Key Performance Indicator and the desired state where the Commission would like to see more Namibians taking up employment with various relevant employers and thus leading to a decreasing number of non-Namibian employees employed by relevant employers in the country.

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

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

This System was introduced in 2017 and allows the Commission to manage the entire AA Report process i.e. from submission to Annual Report preparation. The System is found to be very helpful. The System however has a few areas that requires enhancement to ensure full capability. In this regard, the Commission has identified several additional modules and improvements which will be further discussed and attended to through a Commission Sub-committee to be appointed soon.

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

The Commission identified a serious need for electronic submission of AA reports in view of the already functioning CMS which only requires some adjustments to be able to adopt the electronic reports. However, this envisaged project is still in its conceptual phase. The Ministry's IT Team and OPM are expected to come on board soon to assist with both the development and implementation of this envisaged extension / improvement of the CMS in order to accommodate the submission of AA Reports online.

#### **3.3. Adherence to Affirmative Action (Employment) Act, No. 29 of 1998 – EEC Annual Report**

The Commission reached **90%** of finalizing the 2018/19 EEC Annual Report. This is below the set target of **95%** and can be attributed to, inter alia, the outstanding data entry on some AA Reports which the Office was still trying to locate and the negative impact of the Covid-19 Emergency lockdown.

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

In line with its mandate, the Commission during this Quarter identified the need for focused research projects with the aim of making informed and well considered policy recommendations. For the present Financial Year, the Commission singled out research projects around persons with disabilities and understudy appointments and practices as areas in need of urgent interrogation. The Commission has in addition to Committee which was established, engaged the Labour Market

Research Division and has already started copying basic information on the identified relevant employers / companies / institutions.

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

Presently, the receipt and processing of non-relevant applications is the second biggest activity next to AA Report Review undertaken by the Commission on a daily basis. Employers employing **24** or less employees usually approach the Commission on a daily basis to apply for confirmation of non-relevant employer status mostly for tendering purposes. In the present review period the Commission dealt with **2590** such applications.

## **4. Operational Excellence**

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

The Commission has identified about **six (6)** processes for re-engineering in order to enhance efficiency and service delivery. The first process which is the review and improvement of the Case Management System (CMS) was tentatively set for this Quarter, with the remaining **five (5)** processes spread in the remaining **three (3)** quarters. However, due to time constraints, exacerbated by the Covid-19 Emergency lockdown, the re-engineering of the identified process was not done. The process will therefore be simultaneously re-engineered with **two (2)** other processes that were planned for the next Quarter.

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

The Commission appears to be generally considered as well organized and efficient. This notwithstanding the fact that a Customer Service Framework is to be developed to ensure improved and excellent service delivery. However, due to time constraints exacerbated by the Covid-19 Emergency lockdown, the Commission did not measure this important component since the Commission will still have to design a Customer Satisfaction Evaluation Form and procure a Suggestion Box.



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

### **1. Case Management**

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

Altogether **672** referrals were received during the reporting period of which **576** were processed while **96** were rejected and or referred back for remedial action.

#### **1.2. Cases handled**

A total of **1143** cases were handled during the period under review which includes cases that were carried over from the previous Quarters. Of these cases, **511** (45%) cases were resolved successfully, whereby **350** (68%) were resolved through conciliation while **161** (32%) were resolved through arbitration. During the review period, **632** (55%) cases are still pending.

#### **1.3. Pending cases**

As indicated above, **632** cases are pending during the reporting period. The higher number of pending cases is caused by postponements, either by the parties or arbitrators. Cases are postponed for various reasons, such as ongoing negotiations by the parties. This figure also includes cases which have been arbitrated (evidence already adduced), but the awards were not yet issued, cases which were conciliated, but not yet arbitrated and cases which were partly arbitrated.

#### **1.4. Late Arbitration Awards**

The Labour Act (Act 11 of 2007) requires that arbitration awards must be issued within 30 days from conclusion of proceedings. The issuance of awards late continues unabated. This legal duty of arbitrators needs to be tightly managed to ensure the issuance of the awards timeously.

#### **1.5. Appeals and Reviews**

The Labour Act further provides for Appeals and Reviews from arbitration awards. During the reporting period, a total number of **13** Appeals and **6** Reviews were lodged with the Labour Court. The outcomes were still pending.

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

### **2.1. Dismissals Arising from Collective Termination or Redundancy**

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; the discontinuance; reduction of the business for economic or technological reasons to inform the Labour Commissioner at least 4 weeks before the intended dismissals. During the review period, **388** employers indicated to the Labour Commissioner their intention to dismiss a total of **5,748** employees.

Of these, **111** employees were retrenched **1,816** employees for COVID-19 related reasons while **3,932** employees were retrenched by **277** employers for other reasons.

The Ministry registered **405** unfair dismissal cases of which **13** were COVID-19 related.

<b>REGION</b>	<b>NO. OF THE AFFECTED EMPLOYEES</b>
Khomas Region	2,838
Erongo	1,309
!Kharas	991
Otjizondjupa	165
Oshikoto	132
Kunene	86
Hardap	76
Kavango East	75
Oshana	50
Zambezi	12
Ohangwena	6
Omusati	5
Omaheke	3
<b>TOTAL</b>	<b>5748</b>

**Table 1: Retrenched employees by region.**

### **2.2. Trade Unions and Employers' Organizations Registration and Annual Returns**

During the period under review only two (2) applications for the registration of trade unions were received as follows:

- Media Professionals Union of Namibia (MPUN); and
- Namibia Maritime Seafarers Union (NAMSU)

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

The Labour Act, every registered trade union and employers' organization has an obligation to submit its annual returns within a period six (6) months after the end of its Financial Year. There are total numbers of forty two (**42**), registered trade unions seventeen (**17**) Employers' Organisations and three (**3**) Trade Union Federations. Only the Construction Industries Federation of Namibia (CIF) has submitted its annual return for the Financial Years ended June 2019/2020. The Office made an effort to write them letters in order to remind them of this legal obligation.

### **2.4. Strikes/ Lock Outs and Demonstrations**

There were no strikes/ lockouts reported to the Labour Commissioner during period under review. There was however three (**3**) peaceful demonstrations at the following companies: Safari Hotel Windhoek; Lighthouse Group Swakopmund and Sea Flower (Pty) Ltd Walvis Bay.

### **2.5. Impact of COVID-19 on Operations**

During the lockdown period, the Office had to adhere to the set lockdown regulations by closing its doors countrywide and all its staff members were working from home as required. Policy Analysts were able to review the Constitutions of trade unions and employers organizations for registration purposes; attend to notices of collective terminations or redundancy; and attend to non-contact enquiries. Arbitrators were able to write awards and rulings as well as to attend to non-contact inquiries from home, but were not able to conduct conciliation meetings and arbitration hearings. By implication, all matters that were set down to be heard during the lockdown period could not be heard, hence unavoidable postponements. Upon returning to the Office, a huge number of clients with different types of queries were attended to, most of which had COVID-19 related queries.

## **C. DIRECTORATE OF LABOUR SERVICES**

The Directorate of Labour Service is divided into two Divisions, namely; Occupational Health and Safety as well as Labour Inspectorate.

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

#### **1.1. OSH Policy in place**

##### **1.1.1. Percentages of works done on the finalization of OSH Policy**

The Ministry submitted the Draft Occupational Safety and Health Policy to the Office of the Attorney General (AG) in Quarter 4 of the previous Financial Year and is yet to receive any official response. The targeted **95%** was achieved.

In response to COVID-19 outbreak, the Ministry developed the Workplace Preparedness COVID-19 Guidelines. These Guidelines serves as a tool to prepare, plan, manage and implement the Return Namibia to Work" to COVID-19 Safety and Health Measures, as well as to help employers and employees in identifying risk levels in workplaces and determine appropriate control measures to minimize risks.

#### **1.2. OSH Bill Developed**

##### **1.2.1. Percentages of progress made in the development of the Bill**

The Ministry in consultation with the International Labour Organisation (ILO) has finalised Terms of Reference (TOR's) for the development of the Bill. Of the **10%** target, **8%** was achieved in this activity.

#### **1.3. OSH Regulation in the Construction Industry**

##### **1.3.1. Progress made in finalising the Regulation**

Following the official response from the Labour Advisory Council which recommended for the Sectorial Technical Working Committee to conduct broader consultation on the Draft OSH Regulations in Construction, the Committee has drafted the Consultation Plan, unfortunately it could not materialize as planned due to COVID-19 outbreak. Only **6%** of the targeted **10%** was achieved.

#### **1.4. Improved compliance level with Occupational Safety and Health Standards**

##### **1.4.1. Number of post COVID-19 lockdown workplaces inspection conducted**

During the period under review, the Ministry conducted post lockdown inspections within sectors that are considered to be high risk to COVID-19 in terms of Occupational Safety and Health. A total of **391**

inspections were conducted in all sectors of economy. As presented in Figure 1 below, Agriculture received the highest inspection of **205 (52%)** followed by Medical and Pharmaceutical with **59 (15%)** inspections. The set target of **200** inspections was exceeded with **96%**.

#### 1.4.2. Number of routine OSH Workplaces Inspection Conducted (85)

The Ministry conducted routine OSH inspections at **112** workplaces. As a result of the high number of complaints received from Construction Sector, the Sector counted the highest number of inspections with **18 (16%)**. The inspections conducted exceeded the set target with **31%**.

The combined total number of employees covered during these inspections is **9908** across different economic sectors (i.e. **5580** for Covid19 while **4328** are for routine OSH inspections).

The table below (Figure 1) presents COVID-19 inspections and routine OSH inspections per economic sector conducted countrywide.

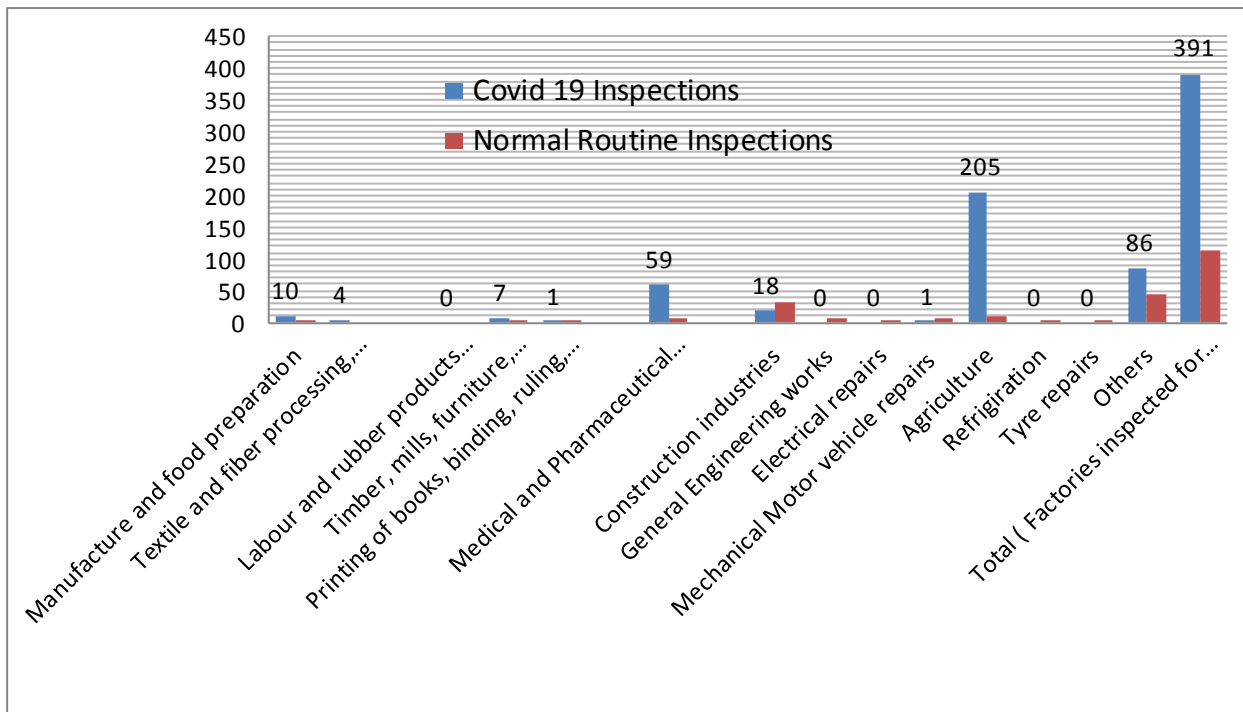


Figure1: Countrywide Covid 19 & Routine OSH Inspections per economic sector

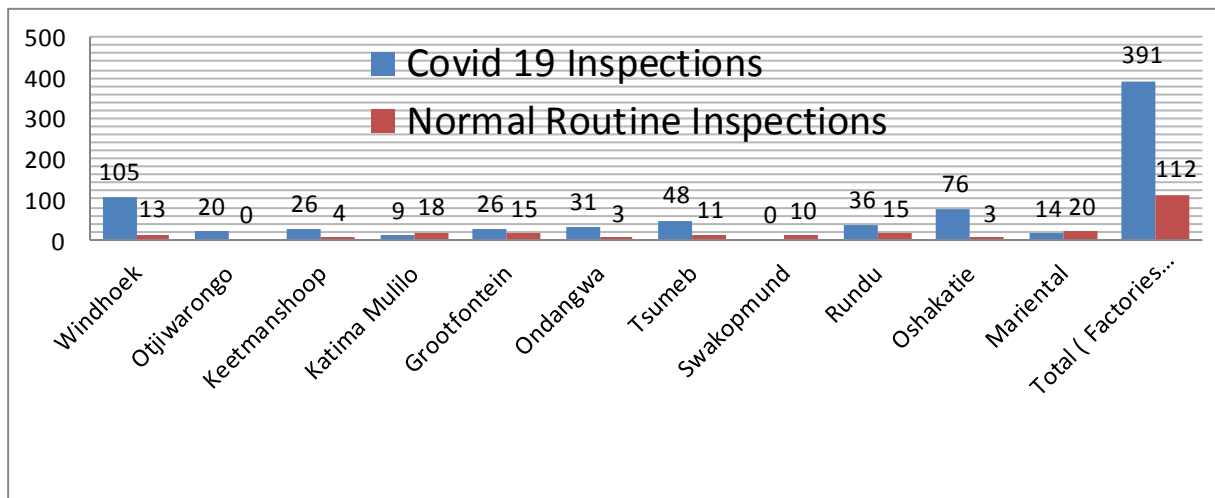


Figure 2: Countrywide COVID-19 & Routine Inspections per town

### 1.4.3. Percentages of workplaces inspected in compliance with OSH Standards

Out of **503** inspected workplaces (**391** for COVID-19 and **112** for OSH routine) **86 (16%)** workplaces were found to be in good compliance with OSH Standard and COVID-19 Regulations. The levels for average and poor compliance were recorded at **34%** and **49%** respectively.

The Medical and Pharmaceutical Sector recorded the highest good compliance rate with **45%**, followed by Retail which recorded **38%** good compliance rate. Agriculture Sector recorded highest poor compliance with **66%** of inspected farms. The tables below presents the compliance level rating for COVID-19 and routine OSH inspections respectively.

OSH Compliance Level Ratings (April June 2020)	Compliance Level			Total Inspections per Sector
	Good	Average	Poor	
Different Sectors				
Manufacture and food preparation	3	4	7	14
Textile and fiber processing, foods, weaving and apparel manufacturing	1	2	1	4
Labour and rubber products manufacture	0	1	0	1
Timber, mills, furniture, woodworking and care industries	4	3	0	7
Printing of books, binding, ruling, engraving and manufacture of paper products.	0	1	3	4
Medical and Pharmaceutical preparation, soaps, cleansing, polishing, paint etc.	29	30	5	64
Construction industries	6	15	27	48
General Engineering works	0	3	2	5
Electrical repairs	0	1	0	1
Mechanical Motor vehicle repairs	1	4	3	8
Agriculture	7	68	138	213
Refrigeration	0	0	1	1
Tyre repairs	2	0	0	2
Others	29	38	64	131
<b>TOTAL for each rating</b>	<b>82</b>	<b>170</b>	<b>251</b>	<b>503</b>
<b>Good Compliance rating %</b>	<b>16.3</b>			

Figure 3: Compliance level rating for OSH and Covid 19 Inspections per sector

#### 1.4.4. Percentages of recorded dangerous incidents and fatal accidents fully investigated

MAJOR ACCIDENTS REPORTED (April - June 2020)			
SECTORS	TOWN		
	TSUMEB	MARIENTAL	WINDHOEK
Construction		1	
Manufacturing & Food Preparation	1		
General Engineering	1		1
Agriculture	1		
<b>TOTAL</b>	<b>5</b>		

**Fig 5: Major incident**

FATAL ACCIDENTS REPORTED	
SECTORS	TOWN
	Walvis Bay
General Engineering (Stevedoring)	1
<b>TOTAL</b>	<b>1</b>

**Fig 6: Fatal accidents**

The Ministry received one **(1)** fatal and five **(5)** major accident notifications. The fatal accident occurred at the Walvis Bay in Erongo Region when an employee of Grindrod Namibia Stevedoring, while busy jump starting a truck got bumped and ran over by the same truck at the harbour. The fatal accident investigation report is being finalised for submission to the Prosecutor General's Office.

Investigation for two **(2)** of the three **(3)** major accidents recorded at Tsumeb and one **(1)** at Mariental have been completed and actions for improvement have been issued to the employers, while the remaining one **(1)** from Tsumeb and one **(1)** from Windhoek are still under investigations. At least **66 %** of the set target **(100%)** was achieved.

### 1.4.5. Percentages of registered OSH complaints attended resolved

During the period under review, the Ministry received nine **(9)** OSH related complaints from different sectors as follows:

TOWN	ECONOMIC SECTOR	NUMBER OF COMPLAINTS	RESOLVED/ NOT RESOLVED/ PENDING
Ondangwa	General Engineering	1	Ongoing, however, following an inspection recommendations advising the employer were issued. Follow up inspections will be conducted to verify compliance.
Katima Mulilo	Retail	3	Complaint No.1 was resolved by referring it to Social Security Commission (SSC) and Labour Inspectorate Division.
			Complaint No.2 was resolved. An inspection was conducted on the 27 <sup>th</sup> of May 2020 to confirm the allegation and recommendations were made to that effect. Follow up inspections will be conducted to verify compliance.
			Complaint No.3 was still ongoing during the reporting period. An inspection was conducted on 05 June 2020 to confirm the allegation and a letter of action for improvement was issued. Follow up inspections will be conducted to verify compliance.
Keetmanshoop	Fishing	1	Resolved. After thorough analysis of the medical reports, the complainant was referred back to his Doctor for better explanation regarding the cause of his injury or illness.
Otjiwarongo	Agriculture	2	Resolved. Referred to SSC.
			Ongoing – it was recently reported.
	Mining	1	Resolved – Case was registered for arbitration at OLC and the employee was referred to SSC and Ministry of Mines and Energy where the case was initially reported.
	Rail Construction	1	Resolved – Referred to SSC and MVA

**Fig. 7: 1.4.5. Percentages of registered OSH complaints attended resolved**

From the nine **(9)** complaints received, six **(6)** were resolved while the remaining three **(3)** were still being attended to during the reporting period. This leads to a **67%** achievement of the **88%** target.

## 1.5. Increased knowledge of the OSH Regulations

### 1.5.1. Number of awareness activities conducted

In spite of the Covid-19 pandemic which nearly brought all activities to a standstill, nine **(9)** health and safety awareness sessions/ consultations were hosted with industry stakeholders out of the targeted twenty one **(21)** activities. The awareness sessions/ consultations are as follows:

- In commemoration of the World Safety and Health on the 28 April 2020, which commemorated under the theme "Stop the Pandemic: Safety and Health at Work can save lives" the Ministry published **two (2)** advertisement in the local newspapers. The OSH Day



focused on addressing the risks associated with the outbreak of COVID-19 at workplaces and remembering the critical roles played by the frontline workers;

- as part of creating awareness on the “Return to Work Covid 19 Guideline”, the Ondangwa Labour Office conducted an awareness session at **six (6)** workplaces; and
- Katima Mulilo Labour Office conducted a general information sharing session on health and safety with the employees and management of Katima Mulilo Pick and Pay Shop.

### 1.5.2. Factory Plans Approval

The Ministry received and processed two **(2)** new factory plans which generated a revenue of **N\$2161. 46**. The combined total area for the approved plans is **4 016 m<sup>3</sup>**.

### 1.5.2. Factories Registration

During this Quarter, the Ministry received and processed three **(3)** applications for re-registration of old or existing factories. An amount of **N\$450.00** was collected.

### 1.5.3. Approved Inspection Authority (AIA) Registration

The Ministry received and processed six **(6)** new applications for AIA registration and ten **(10)** for renewals.

### 1.5.4. Number of Dangerous Machinery registered increased and added in the inventory

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

DANGEROUS MACHINES	CURRENTLY INACTIVE / DE-REGISTERED/ DECOMMISSIONED	BY ACTIVE BY END 2019 \ 20	NEW REGISTRATIONS ACTIVE FOR Q1 (APRIL – JUNE)	ACCUMULATE D ACTIVE COMBINE	TOTAL OF NEW REGISTRATIONS & ACTIVE MACHINES
Elevator/ Escalators	125	1113	2	1115	1266
Boilers	71	151	0	151	

Fig 8: An Inventory list

## 1.6. Other statutory Requirements

### 1.6.1. Improved compliance level with OSH Standards on Dangerous Machineries (55)

At least thirty nine (**39**) Dangerous Machinery were inspected during this Quarter. This represents **71%** of the **55** set targeted inspections. In addition, twenty (**2**) new elevator/escalators were registered and an amount of **N\$188.00** was collected for inspection fees of new elevators and registration fees of old elevators.

DANGEROUS MACHINES	APRIL - JUNE 2020	COMBINED TOTAL	TARGET	ACHIEVED
Boilers Inspected (Internally and externally)	19	39	55	71%
Elevator/ Escalators Inspected	20			

Fig 6: Inspections for Dangerous Machines

## 2. Division: Labour Inspectorate

### 1.1. National Labour Inspection Policy

#### 1.1.1. Percentages of progress made in finalizing the Policy

The progress was still standing at **91%** pending further guidance from National Planning Commission.

### 1.2. Labour Legislation Enforced

#### 1.2.1. Number of Post lockdown workplace inspections on Conditions of Employment

The Ministry conducted **824** workplace inspections in response to COVID-19 complaints in the identified sectors of Agriculture, Hospitality, Construction and Retail this Quarter. This exceed the **250** targeted workplace inspection with **574**.

#### 1.2.2. Number of workplace inspections on Basic Conditions of Employment conducted

The Ministry planned to conduct **797** workplace inspections in Agriculture and Hospitality Sector this Quarter, but only managed to inspect **568** with a variance of **229**. The target was not met, as the priority has been given to post Covid-19 Lockdown inspections.

#### 1.2.3. Percentages of workplaces inspected in compliance with Basic Conditions of Employment

A combined **824** workplace inspections was conducted in Agriculture, Hospitality, Retail and Construction Sectors. The compliance level are as per tables below and is reported under **five (5)**

Regional Cluster Offices divided as follows: **Northern Region** (Ondangwa, Outapi, Eehanana, Oshakati); **North-East Region** (Katima Mulilo, Rundu, Grootfontein, Otavi, Nkurekure, and Tsumeb); **North-West Regions** (Opuwo, Otjiwarongo, Outjo, Kamanjap and Khorixas); **Southern Region** (Mariental, Keetmanshoop, Karasburg, Noordorwer, Roshpina, Oranjemund and Luderitz); and **Central Region** (Windhoek, Gobabis, Rehoboth, Okahandja, Omaruru, Swakopmund and Walvis Bay).

### (a) Agriculture 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	105	77	-28	22	55	29%	71%
North West	60	67	-	61	6	91%	9%
Northern	54	84	-	40	44	48%	44%
Southern	70	79	-	66	12	85%	15%
Central	80	72	-8	65	5	90%	10%
<b>TOTAL</b>	<b>369</b>	<b>379</b>	<b>0</b>	<b>254</b>	<b>122</b>	<b>67%</b>	<b>32%</b>

Table 1: Workplaces inspection on Basic Conditions of Employment in Agriculture Sector

### (b) Hospitality Sector

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES NON-COMPLIANCE	% OF COMPLIANCE	% OF NON-COMPLIANCE
North East	71	48	-23	31	17	65%	35%
North West	36	41	-	37	4	90%	10%
Northern	24	25	-	19	6	76%	24%
Southern	32	34	-	29	4	89%	11%
Central	100	41	-59	38	3	93%	7%
<b>TOTAL</b>	<b>263</b>	<b>189</b>	<b>-74</b>	<b>154</b>	<b>34</b>	<b>81%</b>	<b>18%</b>

Table 2: Workplaces inspection on Basic Conditions of Employment in Hospitality Sector

### (c) Wholesale and Retail

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES NOT IN COMPLIANCE	% OF COMPLIANCE	% OF NON-COMPLIANCE
North West	60	60	-	53	7	88%	12%
Central	100	42	-58	39	3	92%	8%
North East	-	-					
Southern	-	-					
Northern	114	115		85	30	75%	30%
<b>TOTAL</b>	<b>410</b>	<b>217</b>	<b>-193</b>	<b>177</b>	<b>40</b>	<b>82%</b>	<b>18%</b>

Table 3: Workplaces inspection on Basic Conditions of Employment in Wholesale and Retail Sector

#### (d) Construction

REGION	EXPECTED	ACTUAL	VARIANCE	NUMBER OF COMPANIES IN COMPLIANCE	NUMBER OF COMPANIES IN NON-COMPLIANCE	% OF COMPLIANCE	% NON-COMPLIANCE
North West	12	12	-	8	4	67%	33%
Northern	14	19	-	8	11	42%	58%
Central	20	8		7	1	87%	13%
<b>TOTAL</b>	<b>91</b>	<b>39</b>		<b>23</b>	<b>16</b>	<b>59%</b>	<b>41%</b>

**Table 4: Workplaces inspection on Basic Conditions of Employment in Construction Sector**

Out of **824** workplace inspected, a number of **608** workplace were found to be in compliance. This translates to **73%** compliance, hence the target for compliance has been not achieved.

#### 1.1.1. Percentages of registered labour complaints resolved

A total number of **1505** complaints were received and registered countrywide, of which **1089** were resolved while **416** were pending due to delayed appointments and difficulties in tracing employers. A total of **171** cases were referred to the Labour Commissioner for conciliation/arbitration for unfair labour practices which they could not resolve and or settle. A total of **N\$431,333.20** has been collected and handled as a results of settlements. Although the Ministry planned to achieve 100%, it only managed to achieve **72%** of registered labour complaints resolved. This is because of the delayed appointments by parties and difficulties in tracing employers as some of the contact information provided by complainants are not correct or have been changed.

REGIONS	EXPECTED	ACTUAL	NO. OF COMPLAINTS REGISTERED	NO OF COMPLAINTS RESOLVED	NO OF COMPLAINTS PENDING	MONEY COLLECTED
Northern	100%	89%	114	103	11	N\$120,320.38
North East	100%	66%	222	146	76	N\$95,186.76
North West	100%	100%	61	61	0	N\$71,061.60
Southern	100%	75%	275	207	68	N\$89,051.11
Central	100%	69%	833	572	261	N\$55,713.35
<b>TOTAL</b>	<b>100%</b>	<b>72%</b>	<b>1505</b>	<b>1089</b>	<b>416</b>	<b>N\$431,333.20</b>

**Table 1: Percentages of registered labour complaints resolved**

REGION	NUMBER OF CASES REFERRED FOR ARBITRATION/CONCILIATION
North East	29
Southern	37
North West	0
Central	99
Northern	6
<b>Total</b>	<b>171</b>

**Table 2: Cases referred to the Office of Labour Commissioner for Arbitration**

**The following sections of the Labour Act were found not to be complied with:**

- Section 130 (not keeping records);
- Section 17 (not paying overtime);
- Section 16 (ordinary working hours)
- Section 70 (collective agreement/ minimum wage);
- Section 21 (non-payment of public holidays);
- Section 22 (non-payment of Sundays);
- Section 24 (sick leave);
- Section 28 (provision of accommodation);
- Section 12 (deductions/unauthorized deductions made);
- Section 23 (annual leave);
- Section 11 (payment of remuneration);
- Section 19 (night work); and
- Section 39 (employer duties of health, safety and welfare of employees)

**1.2. Arbitration Awards enforced**

**Arbitration Awards enforced and executed**

There were **29** Arbitration Awards application for enforcement and execution, whereby **8** were successfully enforced without any challenges and **19** were sent for execution on attachments of goods for auctioning. Also, **2** Arbitration Awards were pending during the reporting period as the Labour Inspectors could not trace the address of the employer(s).

REGIONS	ARBITRATION AWARDS RECEIVED	ARBITRATION AWARDS SUCCESSFULLY ENFORCED TARGET %	AWARDS SUCCESSFULLY FINALIZED AND SETTLED	ARBITRATION AWARDS WRITS OF EXECUTION TARGET. %	PENDING NO TRACE/ADDRESS	ACTUAL
North East	0					
North West	0					
Central	21	100% (21)	8	12 (100%)	1	100%
Southern	0					
Northern	8	100% (8)	0	7 (100%)	1	100%
<b>TOTAL</b>	<b>29</b>	<b>29</b>	<b>8</b>	<b>19</b>	<b>2</b>	<b>100%</b>

**Table 1: Number of Arbitration Awards enforced and executed**

**The enforcement of Arbitration Awards did not come easy without challenges, and they included but not limited to:**

- None traceable employers /respondents;
- clients need to be sensitized on the enforcement process and their roles; and
- the process for the filing of awards at the Labour Commissioner's Office takes too long.

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

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

##### **1. Division: Employment Services**

###### **1.1. Registration of Designated Employers**

The Ministry registered a total of **forty (40)** Designated Employers (DEs) and **three (3)** Designated Institutions on the Namibia Integrated Employment Information System (NIEIS) during this Quarter. Khomas Region registered a highest number of **twenty eight 28** DEs followed by Hardap and Oshana Regions, each registering **three (3)** DEs respectively. Hardap is the only region that registered Training Institutions, which is **three (3)**.

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

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, **11** training sessions were conducted to **13** DEs and **3** Training Institutions. The training sessions involved **33** participants.

###### **1.3. Reporting of Vacancies**

A number of **1446** vacancies were reported to the Employment Services Bureau (ESB) either online or through manual notification in a prescribed manner. The majority of vacancies reported were in the Khomas Region (**307**), followed by Omusati Region (**93**). Furthermore, the industrial classification shows that most of the vacancies reported were in the Health and Social Work (**495**) followed by Fishing (**457**) and Administrative and Support Services (**123**) Other Services i.e. community, Social and Personal (**81**), Wholesale, Retail, Repair of Motor Vehicles (**61**).

#### 1.4. Registration of Jobseekers

A total of **2035** jobseekers were registered during the period under review. Out of this number, **821** are males and **1214** are females. Khomas Region registered the majority of jobseekers (**877**) followed by Karas (**361**). The Regions with the lowest number of jobseekers registered are Kunene (**16**), Otjondjupa (**28**), and Oshikoto (**36**).

Of the registered jobseekers this Quarter, **1651** were unemployed while **384** were employed jobseekers. Only **11** of the jobseekers registered are people with disabilities.

When classified by age, most of the jobseekers registered (**572**) are in the age bracket of 25-29, followed by 30-34 (**453**) and 35-39 (**305** age bracket).

In addition, most of the unemployed jobseekers registered during this period have attained senior secondary education (**586**) followed by **411** jobseekers with junior secondary education, **331** have attained certificates/diplomas, **112** with university degrees, **101** with primary education while **33** had no formal education. Only **16** of the jobseekers registered this Quarter have postgraduate degrees.

#### 1.5. Placement of jobseekers

Placement of jobseekers depends on the availability of job opportunities in the industry. Employment Officers conduct job canvassing by visiting establishments to solicit employment for job seekers. Despite crisis, the Ministry managed to place **33** jobseekers during this Quarter. Out of this number, **6** are females and **27** are males. Kavango-East Region recorded the highest number of jobseekers placed (**10**), followed by Khomas Region (**9**). Only **1** person with disability was placed.

The Public Administration, Defence and Social Security Industry had most jobseekers placed (**15**), followed by Wholesale, Retail, Repair of Motor Vehicles (**9**), and Agriculture (**8**). The majority of the jobseekers placed had senior secondary education (**25**), followed by junior secondary education (**5**) and no formal education (**3**).

#### 1.6. Private Employment Agencies (PEAs) Workplace Inspections

The Employment Services Act make provisions for the inspections of PEAS. However, there were no inspections conducted this Quarter due Covid-19 State of Emergency.

### **1.7. Establishment Visits**

During this Quarter, **76** establishments were visited to sensitize them about this Ministry's services especially the Namibia Integrated Employment Information System (NIEIS) as well as to solicit employment opportunities for jobseekers.

### **1.8. School Orientation Talks**

A total number of **23** schools and Youth Centres were visited countrywide for orientation talks involving **69** learners/ youths.

### **1.9. Referral of jobseekers**

During this Quarter, a total number of **2936** jobseekers were referred to Designated Employers as per the notification of vacancies received.

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

During this Quarter, **7** Motivational/Career Themed discussions were conducted where learners were engaged on various issues. These include the need to focus and resist peer pressure, sources of support to enhance coping strategies as well as identifying /reflecting on one's qualities against career aspirations and making a plan to achieve both academic and career goals, including a radio talk on Parental Roles on Career Choices.

### **1.21. Guidelines on Psychometrics Usage**

During this Quarter, the Ministry suggested changes to be made to the Guidelines on Psychometrics Usage and work on the Draft Guidelines continued.

### **1.22. Implementation of the Communication Strategy**

The Ministry held radio campaigns on different radio stations discussing various aspects of Employment Services Act, more particularly NIEIS. It further joined a panel discussion on "*The Aspects to Consider in Choosing Career*" at the Communication Centre on 13 June 2020.

### **1.23. Memorandum of Understanding between MLIREC & NCRST**

Two meetings were held this quarter and the discussions focused on taking stock and working on the Terms of Reference for the envisaged Research Council.



#### **1.24. Vocational Counselling Services and Career Guidance**

A number of **157** persons received counselling including testing for selection. About **171** Reports were written including **159** Career Guidance Report, **1** Selection Report, **1** LMS Outreach Report and **1** Pre-Retirement Report. Feedback on Career Counselling was also conducted at Grootfontein Secondary School and at the Oshakati and Rundu Offices.

#### **1.25. Psychological Case Management Data**

The Consultant continued to work on the interface of the NIEIS to include some functionalities pertaining to Vocational Counselling Services.

#### **1.26. Specialized Training and Professional Development**

**One (1)** of the **three (3)** Intern Psychological Counsellors attended and passed her evaluation.

#### **1.27. Pre-retirement Program**

One (1) workshop which was attended by **29** participants from different establishments was held this Quarter to validate the revised Pre-Retirement Manual.

#### **1.28. Employee Wellness**

One radio talk on Stress amid COVID-19 was held, focusing on "Changing World of Work and Stress on Individuals and Relationships".

#### **1.29. Meetings /School Visits/Conferences**

About **18** meetings and **3** information sessions were held this Quarter. One of this was a Meeting with Magistrate's Commission regarding the services offered to them by VCS. The Commission appealed for their requests for Psychometric Tests to be prioritised.

Other meetings involved discussions regarding suitable dates and times for visiting the schools following the return of learners to schools with cautious observation of the health regulations concerning the prevention of the further spread of COVID 19.

## **2. Division: Labour Market Information**

### **2.1. Productivity Promotion**

An article on Improving Productivity at Workplace during Covid-19 Crisis has been compiled for the publication in the Ministerial Quarterly Newsletter. The Ministry has also been engaged in preparations to undertake a Productivity Awareness Presentation to the youth of Katutura East Constituency. An awareness raising on the "*Impact of COVID-19 on Productivity*" was discussed by a panel at the COVID-19 Communication Centre on 7 May 2020.

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

The Ministry is in the process of establishing the Technical Committee for the review of the Second National Employment Policy. Requests were sent out to **20** key stakeholders to nominate members to serve in the Committee. Of these stakeholders, **16** have submitted their nominees, while one stakeholder was yet to respond to the request. In addition, a technical assistance has been requested from ILO of which they responded positively.

### **2.3. National Labour Migration Policy**

During the period under review, the National Labour Migration Policy and its Implementation Plan were launched. The Policy is aimed at strengthening rules and regulations for effective and efficient administration of labour migration and optimizing the benefits of labour migration on development while mitigating its adverse impact.

### **2.4. Labour Research**

Two **(2)** Labour Research Study Reports were finalised. The studies aimed at providing Policy Guidance with regards to issues pertaining to labour market. The topics for the two studies are as follows:

- Investigating the impact of public investment on unemployment in Namibia, and
- investigating the impact of the Fourth Industrial Revolution on Occupation and Employment in Namibia

In addition to the above-mentioned studies, **three (3)** more research proposals were drafted as well as the research questionnaires for each study.

## **2.5. Labour Statistics**

The Ministry continues to engage stakeholders on the way forward of the Namibia Standard Classification of Occupations (NASCO) and planning of methodology of the data collection of the new emerging occupations in the public sector for the updating of NASCO-96. The NSA was engaged on the finalisation of the Namibia Labour Market Information System (NaLMIS). The Draft Statistical Bulletin Report has been developed and will be forwarded to ILO for input.

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

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

#### **1.1. Ratification of ILO Conventions**

A Cabinet Submission on Domestic Workers Convention, 2011 (No. 189) and Violence and Harassment Convention, 2019 (No. 190) was submitted to Cabinet. The Cabinet has authorized the Minister to table both Conventions in Parliament for consideration and possibly ratification.

#### **1.2. National Minimum Wage (NMW)**

In terms of Harambee Prosperity Plan (HPP), the Ministry was to carry out a Study on the possible introduction of the National Minimum Wage. This Study was concluded in 2018 and in 2019 a Validation Workshop was held. As per the Annual Plan for 2020/21, the Ministry is expected to establish a Wage Commission that will investigate the possibility of introducing a National Minimum Wage that will cover all sectors in Namibia. A Cabinet Submission was prepared for establishment of a Wage Commission.

#### **1.3. Virtual Meeting on Labour and OSH Inspection and COVID 19**

The Ministry facilitated a Virtual Meeting on Labour and OSH Inspection and COVID 19 for SADC Member States, which was held on 18 June 2020. The said Meeting was organized by the ILO in collaboration with the SADC Secretariat.

The purpose of the Meeting was to deliberate on pre-determined Member States' successes and challenges and propose concrete and harmonized actions to mitigate COVID-19 in the region. The meeting outcome would contribute to the operationalization of the Labour Ministers' commitments in relation to working conditions and social security in the context of COVID-19 at workplace through Labour and Occupational Safety and Health (OSH) Administration and Inspection functions.

### **The specific objectives of the Meeting were:**

- a. To identify and discuss impact of COVID-19 on labour and OSH administration and inspection;
- b. to identify and discuss prevailing barriers to effective labour and OSH inspection in relation to COVID-19;
- c. highlight social security dimensions and response measures;
- d. to interrogate existing and possible inter-ministerial, inter-agency and sub-regional collaboration in response to and mitigation of COVID-19 in workplaces;
- e. examine possible needs for labour and OSH Policy and Legislative reform in the Sub-region; and
- f. to share best practices, knowledge and information.

## **2. Sub-Division: Labour Advisory Council (LAC)**

### **2.1. Inauguration of the LAC**

The 14<sup>th</sup> LAC Members were appointed with effect from 1 March 2020. Due to the lockdown measures which were introduced to curb the spread of COVID-19, the inauguration was only scheduled after the lockdown. The Minister of Labour, Industrial Relations and Employment Creation, Honorable Utoni Nujoma inaugurated the Council on 19 May 2020 and it was done virtually, via Zoom. In his inaugural speech, the Minister indicated that he would give the LAC his directives at a later stage but requested the LAC to look at the issue of unemployment as a matter of urgency.

### **2.2. LAC Induction Workshop**

Council Members were inducted on the 11-12 June 2020 and were provided with presentations on the functions of the Ministry by various Heads of Office/Directorates and Divisions.

### **2.3. LAC Meetings**

The first meeting is scheduled to take place on 17 July and the following agenda items will form the basis of the discussions:

- Studying the proposed amendments on Compensation for Work Related Accidents and Diseases bill and Social Security Bill;
- Employees Compensation Act No. 30 of 1941: Amendment of Regulations and Social Security Act, Act No. of 1994: Amendment of Regulations;
- completion of the research on the transition from informal to formal economy (Recommendation 204);

- review of applications to be appointed as conciliators/arbitrators;
- review of the Alternative Dispute Prevention and Resolution Mechanism;
- review and discuss Alternative Dispute Prevention and Resolution Course;
- designation of Ports and Marine Service and Telecommunication Related Services as Essential Services;
- application for Variation received from Namport and the Office of the Prime Minister;
- application for exemption not to train a Namibian citizen as an understudy; and
- ratification of Occupational Health and Safety Convention, 1981 (No. 155).

### **3. Sub-Division: Exemption**

#### **3.1. Applications to exceed the prescribed maximum overtime hours (sections 17, 21 and 22)**

A total of **50** applications were received during this Quarter. Of these, **34** were processed and approved while **16** were not processed due to various reasons such as agreements from the affected employees not being attached on the applications or the requested overtime limits not indicated. All the employers with pending applications were informed.

In addition, **nine (9)** applications that were pending from the previous Quarter were all processed and approved during this Quarter.

Therefore, a combined **43** applications (i.e. from this Quarter and last Quarter) were processed and approved during this reporting period.

Of the **50** applications received this Quarter, **forty three (43)** were from OMAs, **four (4)** from private sectors while **three (3)** were received from State Owned Enterprises.

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

The Ministry only received **four (4)** applications for Sundays and Public Holidays and they were all processed accordingly. All applications were received from the Private Sector.

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

The Ministry only received **three (3)** applications for ex-post facto approvals. All these applications were received from the Government Ministries.

### **3.4. Notice to Shorten a Meal Interval**

The Ministry only received **one (1)** notice to shorten a meal interval from a private sector.

### **3.5. Applications for Exemption from the Extended Collective Agreement in the Security Sector**

Tulikumo Investment applied for its Security Guards an exemption from Extended Collective Agreement to Security Industry. The application was declined due to the outstanding information as per Form LM 17.

### **3.6. Application for exemption to hold Affirmative Action Certificates**

The Ministry did not receive any application for exemption to hold Affirmative Action Certificate this Quarter.

### **3.7. Continuous Operation**

The Ministry received **three (3)** applications for Continuous Operation. The application were still pending during the reporting period due to the outstanding information as per the requirements of the Act.

### **3.8. Consultations with stakeholders**

The Ministry held **four (4)** consultations with stakeholders seeking advice on exemption, variation, employers' benefits and continuous operations.

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

### **4.1. Responses to queries issued**

All public queries received by the Ministry via its various platforms such as SMS line and Facebook page were responded to. All Media enquiries received via email and Whatsapp group for the media were also responded to. A set of the mostly frequently asked questions during COVID-19 were forwarded to the Ministry of ICT for the publication in the News Era newspaper. The questions were on termination of service (employment), entitlement upon termination of service as well as forced leave. Media monitoring was done through the Ministry of Information and Communication Technology's Media Monitoring and Analysis Daily brief.

## **4.2. Social Media**

The Ministry continues to engage its stakeholders through its different social media platforms. During the reporting period, the number of its followers has increased to **5624** from **3775**. The Ministry's Official Instagram account also had an increase in the number of followers from **174** to **281** during the Quarter under review.

## **4.3. Media Liaison**

### **4.3.1. Press Releases and Media reports**

The Ministry issued a total of ten (**10**) press releases to the media during the reporting period. About **16** print media articles were published online and in the local newspapers. The Ministry's official website was also regularly updated with all press releases, Ministerial speeches, photos, announcements and Reports. The following press releases were issued:

1. Namibia commemorates Safety and Health Day virtually;
2. Post-Lockdown Brief – Retrenchments related to Covid-19;
3. Fake news on “Ministry of Labour Namibia: Benefits available”;
4. Post-Lockdown Brief – Improving Productivity at Workplace during Covid-19 crisis;
5. 14<sup>th</sup> Labour Advisory Council Inaugurated;
6. Clarification on Reporting of Labour Migrants;
7. MLIREC hosts Induction for 14<sup>th</sup> Labour Advisory Council;
8. Caution against Fraudsters Targeting Public Members;
9. Condemning of Harassment at Workplace; and
10. Registration of Employees who lost their jobs due to COVID-19 during lockdown period.

### **4.3.2. Covid-19 Crisis Communication**

The Ministry's Public Relations Office (PRO) has an overall responsibility to respond to real-time queries related to Labour and Employment issues in Namibia to avert panic or confusion during crisis such as COVID-19. This Office dealt with telephone, email, social-media and SMS queries related to the Covid-19 pandemic speedily and reacted to such queries with due diligence during and post-Lockdown period of COVID -19 crisis.

This Office also facilitated the Ministry's participation at the Covid-19 Communication Centre to create awareness on the impact of Covid-19 on various topics as well as the Ministry's role during this crisis.

#### 4.4. Ministerial Events

The PRO has an overall responsibility of overseeing publicity and media coverage during Ministerial events. The following events were hosted during this Quarter and received coverage:

- Induction of the 14<sup>th</sup> Labour Advisory Council (LAC);
- Launch of the National Labour Migration Policy and Implementation Plan, and
- Workers' Days (Media Conference)

#### F. DIVISION: GENERAL SERVICES

##### 1. Sub-Division: Finance

The Table below summaries the Ministry's Expenditure Report for this Quarter. It is important to indicate that the Ministry of Finance still did not correct the membership fees of **N\$564,260.00** that was paid in March 2020 and posted in April 2020.

<u>OFFICE/ DIRECTORATE/ DIVISION</u>	<u>TOTAL BUDGET OPERATIONAL AND DEVELOPMENT</u>	<u>CONTINUATION BUDGET ALLOCATION</u>	<u>EXPENDITURES</u>	<u>PERCENTAGE SPEND</u>	<u>VARIANCE</u>
Office of the Minister (01)	8,718,000.00	3,165,000.00	1,734,387.60	55%	1,430,612.40
General Services (02)	57,705,000.00	22,837,000.00	13,084,300.04	57%	9,752,699.96
Labour Market Services (03)	26,053,000.00	8,543,000.00	4,974,131.76	58%	3,568,868.24
Labour Services (04)	44,622,000.00	12,423,000.00	8,531,460.02	69%	3,891,539.98
Office of the Labour Commissioner (05)	26,299,000.00	7,818,000.00	5,110,858.65	65%	2,707,141.35
Office of the Employment Equity (07)	8,070,000.00	2,645,000.00	1,476,376.21	56%	1,168,623.79
International Relations and Advice (08)	8,459,000.00	2,641,000.00	1,551,797.38	59%	1,089,202.62
Total Operational	179,926,000.00	60,072,000.00	36,463,311.66	61%	23,608,688.34
Development budget	8,000,000.00	1,980,000.00	120,963.60	6%	1,859,036.40
<b>Grand Total (Operational and Development)</b>	<b>187,926,000.00</b>	<b>62,052,000.00</b>	<b>36,584,275.26</b>	<b>59%</b>	<b>25,467,724.74</b>

##### 2. Sub-Division: Human Resources

###### 2.1. Staff Movement

The Ministry has appointed **eight (8)** new staff members, of which **five (5)** are female and **three (3)** are male. **Six (6)** staff members were promoted/transferred in ranks to the Ministry from other OMAs, while **two (2)** staff members were transferred from the Ministry to other Ministries. During the period



under review, **five (5)** staff members have left the Ministry with reasons being the end of contracts **one (1)** while **four (4)** retirement.

## **2.2. Vacancies**

The Ministry had **four (4)** positions pending for appointments, **seven (7)** were awaiting for interviews while **five (5)** were being advertised during the reporting period.

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

An Internal Auditor carried out audits on IT Equipment at the Office of the Labour Commissioner and the Office of the Employment Equity Commissioner.

## **4. Sub-Division: Procurement**

The Ministry procured goods and services to the total of **N\$38, 5737.67**.

## **5. Sub-Division: Maintenance**

A general maintenance on the Ministry's premises has been done. This includes the maintenance of air conditioners and the replacement the boom gate at the main entrance.

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

### **6.1. Induction and Orientation**

Three (3) new staff members received a one day induction/orientation.

### **6.2. Internship Programme**

The Ministry placed a total number of **13** students from different institutions of learning for a three (3) months internship programme. The Interns were placed at different Offices/Directorates/Divisions that are offering services in line with their fields of studies.

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

The Information Technology updated the Ministerial website and the following was done: Weekly labour cases from Office of the Labour Commissioner; Procurement bids published on the website.

**...END...**