



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS & EMPLOYMENT CREATION

ANNUAL REPORT

2016/2017 FINANCIAL YEAR





REPUBLIC OF NAMIBIA

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Ministry of Labour, Industrial Relations and Employment Creation

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LIST OF ACRONYMS USED

ARLAC	:	African Regional Labour Administration Centre
C	:	Convection
DEs	:	Designated Employers
DWCP	:	Decent Work Country Programme
ELIMS	:	Labour Information Management System
GRN	:	Government Republic of Namibia
ICT	:	Information Communication Technology
ICT-ILO	:	International Training Centre- International Labour Organisation
ILO	:	International Labour Organisation
ILS	:	International Labour Standard
IOM	:	International Organization for Migration
KPI	:	Key Performance Indicator
LAC	:	Labour Advisory Council
LaRRI	:	Labour Resource and Research Institute
LLB	:	Bachelor of Law
LMS	:	Labour Market Services
MANCOSA	:	Management College of Southern Africa
MLIREC	:	Ministry of Labour, Industrial Relations and Employment Creation
MOU	:	Memorandum of Understanding
NAMPOL	:	Namibian Police
NBC	:	Namibia Broadcasting Corporation
NEP	:	National Employment Policy
NIEIS	:	Namibia Integrated Employment Information System
NIPAM	:	Namibian Institute of Public Administration and Management
NMW	:	National Minimum Wage
NOSA	:	National Occupational Safety Association
NUST	:	Namibia University of Science and Technology
OHS	:	Occupational Health and Safety
OMAs	:	Offices/Ministries/Agencies
OSH	:	Occupational Safety and Health
PDC	:	Professional Development Centre
S&T	:	Subsistence Travelling Allowance
SADC	:	Southern Africa Development Community
SAMTRAC	:	Safety Management Training Course
SBS	:	Sothorn Business School
UNISA	:	University of South Africa
UNODC	:	United Nations Office on Drugs and Crime
UPS	:	Uninterrupted Power Supply
VCS	:	Vocational Counselling Services



HON. ERKI NGHIMTINA, MP
MINISTER

FORWARD BY THE MINISTER

Ensuring sound labour relations remains a challenge worldwide and Namibia is of no exception. A lot had happened in labour and employment fraternity during the reporting period. Some of these manifestations are remarkable while some need strategies to arrest the situation in betterment of labour relations of the country.

The Ministry of Labour, Industrial Relations and Employment Creation (MLIREC) anchors its operations in many legislative requirements such as the Labour Act, Act No. 11 of 2007; Affirmative Action 1998 (Act 29 of 1998); Social Security Act (Act 34 of 1994) and Employment Service Act (Act of 2011). These Acts give the Ministry the great mandate of assessing the labour standard in the country by conducting inspections in different sectors of the national economy. Based on this function, the Ministry conducted **3255** workplace inspections. These inspections are done to determine the level of compliance with the requirement of the law.

Apart from the afore-mentioned inspections, the Ministry further conducts Occupational Health and Safety inspections. This part, however, shows that there still a poor compliance level that could be attributed to poor awareness and understanding of OSH Regulatory Framework or slow implementation of recommendations thereto. Most of the non-compliance were mainly observed at project level or short term workplaces such as construction sites which represents **35%** of the total inspections of the 2016/17 Financial Year.

The Ministry is working towards developing OSH Policy and OSH Legislative Framework in this area. The accidents that were recorded at various workplaces this Financial Year stood at twelve (**12**) accidents. Of these accidents, half were recorded as major and while other were fatal respectively. Although this shows a decrease of **14%** comparing to the previous Financial Year that recorded **14** accidents, the Ministry is very concerned as it wants to see a zero harm at every workplace in the country. The Ministry therefore continues to engage stakeholders on new construction sites as being coming up to ensure that all stakeholders are informed about their rights and responsibilities and so reduce, if not eliminate accidents at workplaces.

In most cases, the Ministry finds itself in predicament in the process of resolving labour cases and disputes. This is due to some loopholes in the national labour laws. For this reason, a Tripartite Task Force Committee reviews the Labour Act (No. 11 of 2007) was established. Recommendations to this effect are to be submitted to the relevant authority for possible amendments. Although the current dispute resolution processes served the country well since its introduction in 2008, they need improvement and realignment.

The Employment Service Act (No.8 of 2011) made provisions for the Ministry to register both jobseekers as well as Designated Employers (DEs). Designated Employers are classified as any employment establishment that employs more than **25** employees. All DEs are required to report vacancies to the Employment Service Bureau for possible placement of jobseekers who have registered at the Ministry. During the reporting period, the Ministry was notified of **4,295** vacancies and registered **15,569** jobseekers. Surprisingly, of all the vacancies notifications received (**4,295**), only managed to refer **3,116** suitably qualified jobseekers to these Designated Employers. The gap was due to the fact that some notifications were not processed because no suitably qualified jobseekers could be found on the system. As a result, Designated Employers were advised to advertise these vacancies in the media. The Ministry therefore encourages jobseekers to always update their resumes (whenever necessary) and so as to have a balanced pool of database which best matches the Designated Employers with the prospective jobseekers.

The Ministry attended Regional and Continental labour related Meetings and Conferences. High on the agenda was the 105th Session of the International Labour Conference which was held in Geneva, Switzerland from 30 May - 10 June 2016. The Conference deliberated on various burning international labour issues such as application of Standards by the Member States and Social Justice Declaration for a Fair Globalization.

Public education remains one of the effective tools for employers and employees to know their rights and obligations in enhanced compliance. The Ministry has used various platforms in informing and educating stakeholders on various provisions of the law. These include among others the revival of its radio call-in program on NBC National Radio, whereby seventeen (**17**) topics were covered as well as **13** Trade Fairs and Career Fairs that were attended across the country.

Finally, I would like to commend all the stakeholders for making 2016/17 Financial Year, a Year worth reporting about. I appeal for continuous efforts and dedications in making Namibia as one of the best countries with a conducive labour environment in the world. In this way, we would collectively ensure a favorable labour relations for all Namibians and labour investors that might see potential in investing in our country and so create employment for Namibian people.

Thank you!



HON. ERKI NGHIMTINA, MP
MINISTER

MANAGEMENT TEAM



Back row: Vicki ya Toivo (Special Advisor to the Minister); Postrick Kapule (Deputy Director: EEC); Vilbard Usiku (Employment Equity Commissioner); Phillip Mwandingi (Deputy Director: Complaints, Research & Registration); Henri Kassen (Labour Commissioner); David Igonda (Deputy Director: Labour Market Information) and Josephine Sifani (Deputy Director: Employment Services)

Middle row: Imelda Mwangala (Deputy Director: Labour Inspectorate); Albius Mwiya (Director: Labour Market Services); Alina P. Munkawa (Director: Labour Services); Michelle Pieters (Deputy Director: General Services); Maria Hedimbi (Chief Public Relations Officer); Elizabeth Amutenya (Personal Assistant to the Minister); Kylliki Sihlahla (Deputy Director: Conciliation & Arbitration); Bro-Matthew Shinguadja (Permanent Secretary); Petrina Nghidengwa (Deputy Director: Occupational Health and Safety).

Front row: Hon. Erkki Nghimtina (Minister) and Meriam Nicodemus (Deputy Director: International Relations & Advice)

LEGAL FRAMEWORK AND MANDATE

Name of the Act	Purpose in general
Constitution of the Republic of Namibia	The Constitution of the Republic of Namibia protects the basic rights of all people and guarantees that there will be equal rights for all.
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 of the basic terms and conditions of employment.
Affirmative Action 1998 (Act 29 of 1998)	The Act aims 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 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:

- National Policy on Labour and Manpower Development, 1990;
- Affirmative Action Policy, 1996;
- National Employment Policy, 2014;
- Vision 2030
- AU Agenda 203
- SWAPO Party Election Manifesto 2014
- Harambee Prosperity Plan
- National Development Plan (NDP) 5

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

- Draft Productivity Policy;
- Draft National Labour Inspection Policy;
- Draft National Occupational Safety and Health Policy;
- Draft National Labour Migration Policy; and
- Draft Psychometrics and Human Science Policy

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	The understanding of 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 pursuit of excellence.

ANNUAL HIGHLIGHTS

1. The Ministry with the power bestowed in it under Regulation 11 of the Regulations Relating to Health and Safety of Employees at Work, temporarily closed down a construction site under the management of New Era Investments' Construction (PTY) LTD at NAMPOL Headquarters in Windhoek. This was prompted by a fatal accident caused by unsafe working conditions at that site;
2. The Ministry managed to resolve **3419** of the **3841** complaints received countrywide. The remainder were pending (**89**) while **333** were referred to the Office of the Labour Commissioner for conciliation and/ or arbitration;
3. The Hon. Minister of Labour, Industrial Relations and Employment Creation has appointed a Wages Commission in order to review the Wage Order for Domestic Workers that came into effect on April 01, 2015. The said Commission made recommendations to the Cabinet for possible wages increase and a Government Gazette on this effect will be published during the next Financial year;
4. The Ministry has established an Online Registration Centre where jobseekers can come and register as well as browse through vacancies posted by employers. This is available at: <http://nieis.namibiaatwork.gov.na/>.
5. In realising its Plan of establishing the Productivity Centre, the Ministry has produced a Draft Policy on National Productivity and an Administrative Structure Proposal;
6. The Ministry with the help of the International Organization for Migration (IOM) Office in Namibia has started with the development of the National Labour Migration Policy. The Policy aims at strengthening Rules and Regulations for effective and efficient administration of labour migration;
7. Namibia as an ILO Member State has fulfilled its international obligations of submitting its Annual Reports of all the ratified Conventions to the ILO as well as the unratified Conventions. This includes the ILO Convention 188, Work in Fishing Sector and the Maritime Labour Convention 2006, which were ratified in 2015.

A. DIRECTORATE LABOUR SERVICES

Derived from the Labour Act (Act No. 11 of 2007) its mandate, the Directorate of Labour Services through the Labour Inspectorate and Occupational Health and Safety Divisions is entrusted to carry out the following functions:

- 1) increase knowledge of the occupational health and safety regulations;
- 2) improve level of compliance with occupational health and safety standards;
- 3) minimize the recurrence of notifiable accidents;
- 4) improve compliance level with occupational health and safety standards on Dangerous Machinery;
- 5) develop OSH Policy and Legislative framework;
- 6) enforce labour legislations;
- 7) conduct stakeholders meetings;
- 8) register complaints resolved;
- 9) enforce arbitration awards; and
- 10) inspect workplaces.

The below activities were carried out towards the achievement of the Strategic Objectives namely; Ensure Social Justice at workplace and ensure the Safe and Health conditions at workplace.

1.1. Division: Labour Inspectorate

1.1.1. Registered complaints resolved

The Ministry targeted to resolve **88%** of all the registered complaints and succeeded to resolve **89%**. A total of **3841** complaints were received country wide, of which **3419** were resolved at the Directorate level, **89** cases were pending at closure of the Financial Year under report and **333** were referred to the Labour Commissioner. More complaints came from Construction Sector followed by Wholesale & Retail and Security Sectors.

1.1.2. Inspections carried out

The Ministry conducted **3255** of targeted **4597** workplace inspections, hence only **71%** of the target was achieved. This shortfall was due to staff shortage and other budgetary constraints which significantly impeded the overall performance of inspections.

1.1.3. Arbitration Awards successfully enforced

During the review period, the Ministry received a total of **twenty-eight (28)** filed Arbitration Awards, of which **one (1)** respondent was untraceable, **twenty-seven (27)** awards were successfully enforced. Only **twelve (12)** of these Arbitration Awards were complied with, while **fifteen (15)** were referred for Writ of Execution by the Office of the Deputy Sheriff. The Ministry exceeded the target of **88%** by achieving **96%**.

1.1.4. Arbitration Awards successfully executed

From the total filed **fifteen (15)** Arbitration Awards, **thirteen (13)** were successfully executed while the remaining **two (2)** pending awards have been carried over to the next Financial Year 2017/2018. Only **87%** of the targeted **90%** was achieved.

1.1.5. Stakeholders' meetings conducted

The Ministry targeted to hold **forty (40)** meetings on labour matters but managed only sixteen (16) due to the earlier stated challenges.

1.1.6. Finalization of the National Labour Inspection Policy

The Ministry has commenced with the process of aligning the Draft Policy with the provided Guidelines and Templates from the National Planning Commission. The progress made so far was at **60%** instead of **90%** as projected.

1.2. Division: Occupational Safety and Health

1.2.1. Improved Compliance Level with OHS Standards

1.2.1.1. Number of inspections carried out

The Ministry conducted **1079** of the **1170** targeted workplace inspections hence an achievement of **92%** of the set targets. As evident from the graph below, due to budgetary constraints, the total number of inspections has dropped compared to the previous years.

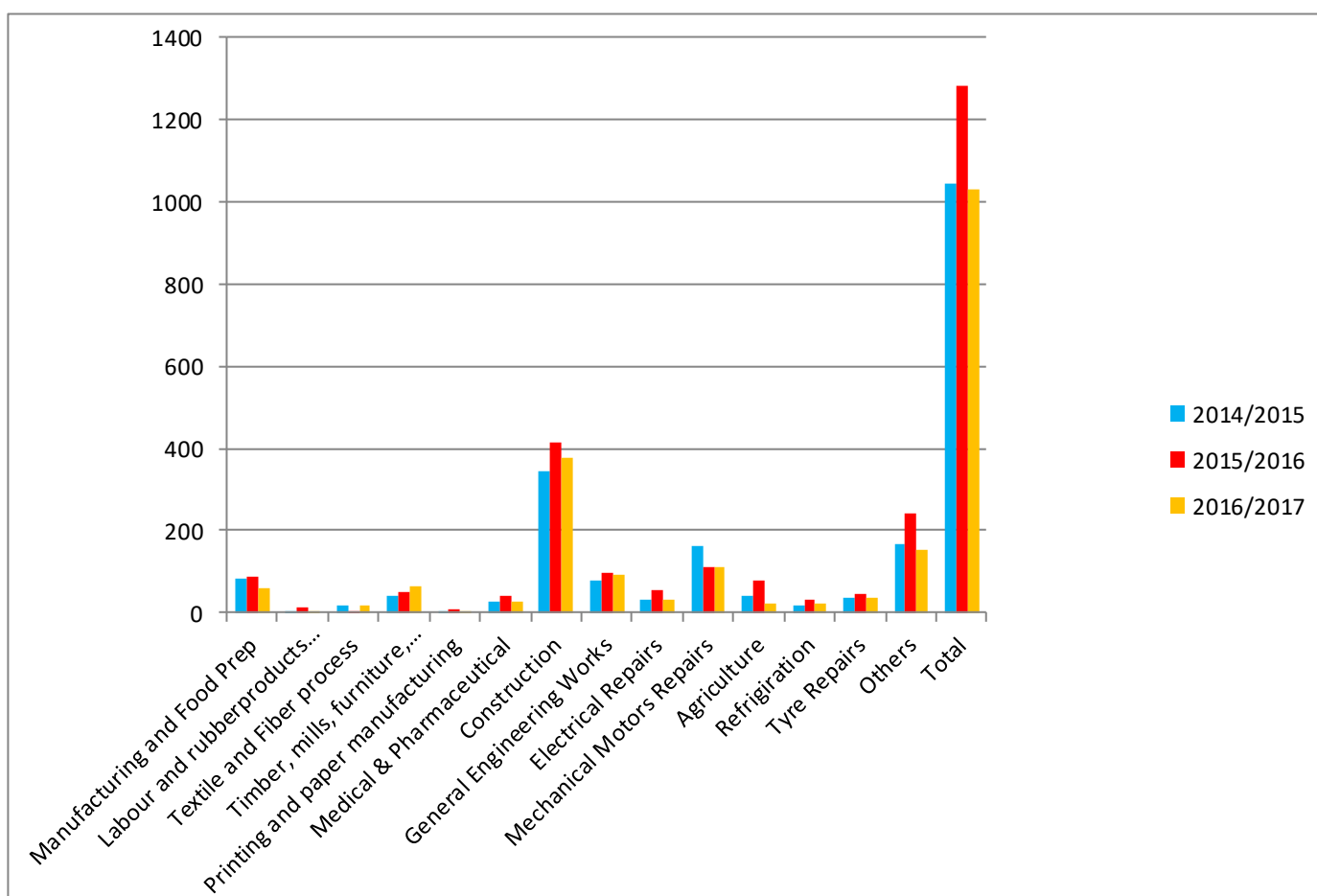


Table 1: Compliance with OHS regulations' selected priority areas

The ultimate purpose of this KPI is to evaluate the employers' compliance level with a number of selected priority areas, namely; the availability of a workplace OSH Policy, a risk assessment report and a health & safety education program.

During the period under review, out of **1079** inspected industries/workplaces, **180** workplaces were found to be in good compliance with the OHS regulations selected priority areas. **323** workplaces were rated to be on average compliance and **499** workplaces were in poor compliance with the OHS Regulations selected priority areas.

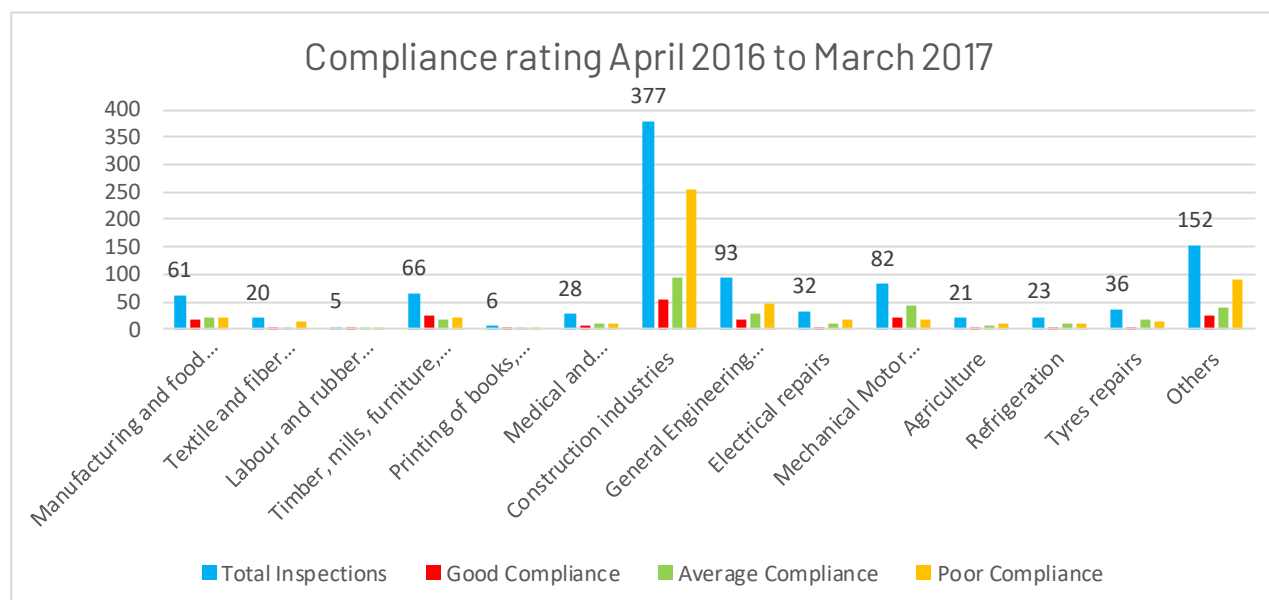


Table 2: Compliance rating per sector.

Poor compliance could be attributed to poor awareness level on OSH Regulatory provisions and slow implementation of recommendations. This was mainly observed at project based or short term workplaces such as construction sites which represents **35%** of the total inspections of the 2016/17 Financial Year.

1.2.1.2. Reported Notifiable accidents investigated

In terms of Regulation 22 of the Regulation Relating to the Health and Safety of Employees at Work, every employer has a duty to notify the Ministry of any accident or dangerous occurrence if an employee dies or suffers a serious injury as a result of such accident.

FINANCIAL YEAR	MAJOR INJURIES	FATAL INJURIES	TOTAL	PERCENTAGE
2014-2015	23	7	30	7% decrease
2015-2016	8	6	14	53% decrease
2016-2017	6	6	12	14% decrease

Table 3: Comparisons of the number of accident notifications for the previous years.

Four (4) accidents were successfully investigated and reports were submitted to the Office of the Prosecutor General for consideration. **Six (6)** investigation reports were to be finalized during the reporting period, whereas **two (2)** cases were under investigation. Due to operational challenges and professional technologies, the Ministry achieved only **33%** instead of targeted **65%** of completed investigations.

Although the Ministry noted a **14%** decrease in accidents comparing to 2015/16, there is a need to create more awareness and acceptance of obligations among employers and employees alike to minimize injuries and fatalities. Progress of **75%** has been achieved, exceeding the set targeted **60%** in awareness creation.

1.2.1.3. Boiler inspections carried out

Boilers and other regulated pressure vessels such as autoclaves are classified as dangerous machineries that require regular inspections in order to determine their level of safety compliance and whether these machines are fit for use. Inspection of **104** boilers and other regulated pressure vessels was carried out successfully. The set target of **100** was exceeded by **4**.

1.2.1.4. Elevator and escalator inspections carried out

Elevators /Escalators are also classified as dangerous machineries that require regular inspections in order to determine their level of safety compliance and whether these machines are fit for use. A total number of **128** out of the targeted **130** Elevators/Escalators inspections was conducted.

1.2.1.5. Awareness activities conducted

A total of **fifteen (15)** of the targeted **twelve (12)** awareness sessions were conducted as follows:

- the commemoration of the World Health and Safety day on the 28 April 2016 under the theme **"WORKPLACE STRESS A COLLECTIVE CHALLENGE"**;
- a radio-show on Occupational Health and Safety as a May Day message on Oshiwambo Radio, show on OSH selected priority areas for compliance on National Radio and Notification of Commencement of building or construction work on National Radio;
- an information meeting with Namibia Institute for Pathology, Heffer Projects and Walvis Bay Municipality on construction safety to clarify stakeholders' responsibilities on their ongoing construction project;
- an information meeting with the Ministry of Home Affairs and Immigration on construction safety to clarify stakeholders' responsibilities on their ongoing construction project;
- OSH messages on digital boards in Windhoek about the World Health and Safety day as well as employee rights to health and safety;
- an information meeting with Document Warehouse on health and safety;
- advertisement of a Public Notice on Notification of Commencement of Construction work or building as well as on Notification of Occupational Accident and dangerous occurrences in local newspaper and
- advertisements of a message on health and safety risk assessment and employers' duties on health and safety on the digital billboard.

2.2.1.6. Progress on the finalization of the OSH Policy and OSH Legislative framework

Quarterly drafting workshops were held with various key Stakeholders where relevant Regulations were submitted for incorporation in the Draft Policy. As a result of the unavailability of stakeholders for consultation as well as the process of aligning the Draft Policy to the Government Policy Drafting Guidelines, only **95%** progress could be achieved instead of the targeted **100%**. As for the OSH Legislative framework, the targeted **85%** has been successfully achieved.

2.1.2. Policy initiatives

2.1.2.1. Promotion and Implementation of Regulations relating to Domestic Workers

- The amendment to effect the increase on domestic workers minimum wage with effect 1st April 2016 was prepared and gazetted;
- All labour and industry inspectors received training on the enforcement of the Regulations relating to Domestic Workers, by ILO in Windhoek during October 2016. A Plan of Action for Promotion and Implementation of the said Regulations was developed; and
- The Wage Commission for setting Minimum Wage and Supplementary Minimum Conditions of Employment for Domestic Workers which was established in 2014 in terms of section 105 of the Labour Act 2007 was re-convened to review the current Wage Order and made recommendations to the Minister.

2.1.2.2. Challenges on the enforcement of the Labour Act provisions

The Ministry identified, compiled and discussed areas of challenges as encountered during the enforcement of the Labour Act. Identified gaps were submitted for deliberation and consideration during the Labour Act Amendment discussions by the Tripartite Taskforce.

2.1.2.3. Monitoring, evaluation and improvement of labour inspections

- The progress on development of Labour Information Management System (ELIMS) was not progressing as anticipated due to budget constraints and administrative hiccups;
- In order to address the gaps as identified by ILO in 2012 with regard to inaccuracy of data related to list of establishments in Namibia, the Directorate was not successful in acquiring the list of establishments from Social Security Commission and Ministry of Industrialization, Trade and SME Development;
- Following a Performance Audit by Auditor General Office, relevant recommendations received were considered for gradual implementation and
- The Citizens' Services Charter was reviewed and published for dissemination.

2.1.2.4. Combating Child Labour

- The Directorate revived the Inter-Ministerial Committee on Child Labour. The Committee is function well;
- Four (4) Labour Inspectors (in addition to fourteen (14) who were trained on Trafficking in Person. The training was facilitated by the Office of Prosecutor General and United Nations Office on Drugs and Crime (UNODC) and supported by the US Embassy); and
- The Inter-Ministerial Committee on Child Labour held regular meetings whereby the Terms of Reference, joint inspection program, and joint inspection tools were developed.

B. DIRECTORATE LABOUR MARKET SERVICES

Informed by the Employment Service Act (Act 8 of 2011), the Directorate of Labour Market Services through the Employment Services Bureau and Labour Market Information Sub-Division is entrusted to carry out the following functions:

- 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 studies and surveys on labour market issues;
- promote employment creation efforts and to reduce poverty through the provision of professional labour market services;
- plan and project labour force growth in the country;
- provide comprehensive vocational counseling services and
- promote labour productivity in the country.

1.1. Enforcement of the Employment Services Act (No.8 of 2011)

During this Financial Year, the Employment Services Board convened six **(6)** out of the four **(4)** targeted meetings. The Board together with two members of the Secretariat undertook a benchmarking trip to Mauritius with the purpose of sharing experiences and exchange information regarding the system of job seekers and employers' registrations as well as collection of information on the different methods of providing employment services.

1.2. Namibia Integrated Employment Information System (NIEIS)

This is a computerized system used to collect, store and update information concerning names, qualifications and occupations of jobseekers; vacancies in the labour market; specialized skills and qualifications possessed by Namibians and non-Namibians as well as information concerning employers. During this Financial Year, a few upgrades were made on the system especially on the generation of reports. The jobseekers' registration form, both the online and manual were reviewed. The system is fully functional and jobseekers can register online and Designated Employers are able to post vacancies on the same system.

The Ministry has established an Online Registration Center where jobseekers come in and register online as well as browse through vacancies posted by various Designated Employers.

1.3. Registration of Designated Employers



Table 1: Number of registered Designated Employers.

During this Financial Year, a total of **367** Designated Employers were registered on the NIEIS. The majority of them (**257**) were registered in the Khomas Region.

1.4. Registration of jobseekers

REGION	ANNUAL REGISTRATION		
	F	M	Total
Erongo	2087	2198	4285
Hardap	163	187	350
Karas	686	844	1530
Kavango East	181	447	628
Kavango West	322	114	436
Khomas	2105	2151	4256
Kunene	94	125	219
Ohangwena	426	221	647
Omaheke	50	30	80
Omusati	261	57	318
Oshana	339	116	455
Oshikoto	540	954	1494
Otjozondjupa	268	440	708
Zambezi	86	77	163
Total	7608	7961	15569

Table 2: Numbers of registered jobseekers per Region

The Ministry registered **15,569** jobseekers from the targeted **8,530** during the period under review of which **7,961** are males and **7,608** are females. Erongo Region has the highest registered jobseekers (**4,285**), followed by Khomas Region (**4,256**). Out of **15569** jobseekers, **1343** were placed.

1.5. Jobseekers placement

Region	Annual Placement		
	F	M	Total
Erongo	90	257	347
Hardap	15	12	27
Karas	107	197	304
Kavango East	76	89	165
Kavango West	0	0	0
Khomas	92	151	243
Kunene	5	6	11
Ohangwena	14	6	20
Omaheke	39	70	109
Omusati	3	2	5
Oshana	20	13	33
Oshikoto	11	4	15
Otjozondjupa	1	36	37
Zambezi	10	17	27
Total	483	860	1343

Table 3: Numbers of placed jobseekers per Region

Employment Officers conducted job canvassing by visiting establishments to solicit employment for job seekers. During the Financial Year, about **1,343** out of the **15,569** job seekers registered were placed. Out of this number, **860** are males and **483** are females. Erongo Region had placed more jobseekers (**347**), followed by Karas (**304**) and Khomas (**243**) respectively.

1.6. Reporting of vacancies

Region	Number of Notifications received	Number of notifications processed	Number of notifications not processed
Erongo	1070	1021	49
Hardap	9	9	0
Karas	68	61	7
Kavango East	16	10	6
Kavango West	0	0	0
Khomas	2675	1639	1036
Kunene	24	24	0
Ohangwena	71	69	2
Omaheke	23	22	1
Omusati	7	7	0
Oshana	178	128	50
Oshikoto	44	37	7
Otjozondjupa	97	76	21
Zambezi	13	13	0
TOTAL	4295	3116	1179

Table 4: Reported Vacancies to the Employment Service Bureau

In of the Employment Service Act, No.8 of 2011, all Designated Employers are required to report vacancies to the Employment Services Bureau. About **4,295** notification of vacancies were received from Designated Employers country wide. Out of this number, **3,116** notifications were processed meaning that suitably qualified jobseekers were referred to potential employers. Some notifications were not processed because no suitably qualified jobseekers could be found on the system. Therefore, Designated Employers were advised to advertise these vacancies elsewhere.

1.7. Awareness on the provision of Employment Services Act

Creating awareness to sensitize employers, training institutions, jobseekers and the entire public was one of the most important activities that was conducted:

- awareness activities were done on NBC's Good Morning Namibia TV show and Radio 99FM about Vocational Counselling Services (VCS);
- an interview was conducted on NBC television about the online registration of jobseekers on the Namibia Integrated Employment Information System (NIEIS);
- a working session was held with the Public Service Commission Secretariat on the Employment Service Act followed by a demonstration presentation of the NIEIS to the Public Service Commissioners.

1.8. Establishments visits (job canvassing)

Region	Number of Establishments visited
Erongo	57
Hardap	37
Karas	79
Kavango East	32
Kavango West	4
Khomas	70
Kunene	50
Ohangwena	60
Omaheke	22
Omusati	52
Oshana	24
Oshikoto	108
Otjozondjupa	59
Zambezi	27
Total	681

Table 5: Number of establishment visited for job canvassing purposes per Region

Six Hundred and Eight one (681) establishments were visited out of the targeted **1154** for sensitization on the Namibia Integrated Employment Information System.

1.9. School orientation/motivational talks

Orientation talks were held with school learners or the youth and are aimed at creating awareness about the Ministry services to guide potential clients to make informed decisions when choosing a career or field of study. The aim of motivational talks is to sensitize learners/youth about social issues like the dangers of alcohol or drug abuse. A total number of **89** orientation talks out of the targeted **251** were conducted, involving **7,475** learners/youths. Six (**6**) motivational talks involving **450** learners/youths were conducted at different schools and youth centers.

1.10. Career counselling and guidance

The Ministry is also mandated to offer vocational counselling and career guidance by means of one-on-one counselling interview where background information on the client is collected. Psychometric tests like aptitude, personality and interest tests were also conducted. During this period, **3,190** individuals received career counselling services out of the targeted **2485**. There were **1,040** career counselling, selection and workshop Reports written. Of these Reports, **966** were for Career Counselling done for individuals while **19** were written for selection and recruitment for different Ministries or Companies

who approached the Ministry to assess prospective employees. A number of **29** and **26** were reports from workshops such as Seminars, Conference or Pre-Retirement Workshops and Quarterly Reports respectively. In addition, a total number of **449** books titled *Careers in Namibia* were sold.

1.11. Career/ Trade Fairs

The Ministry took part in **29** career/trade fairs where it interacted with **2,333** learners from different schools and shared information on the provision of employment services with both jobseekers, employers and employees and the general public. The purpose of career fairs was to share information with the public on occupations available on the job market as well as subjects to study if they want to pursue a certain career.

1.12. Policy on Psychometrics and Human Science Research

Following consultations with the Health Professions Council of Namibia on the Policy, a Draft was presented to the Management of the Ministry for consideration and submission to relevant authorities for further inputs.

1.13. Pre-retirement workshops

Pre-retirement workshops target individuals, especially government employees aged 45 and above. The objective is to inform and sensitize them on how to prepare for retirement and provide them with relevant information pertaining to emotional, financial and general well-being. **Three (3)** pre-retirement workshops were conducted in **three (3)** Regions.

1.14. Seminars, meetings, conferences and training

- The Ministry was represented at a public information workshop held at Oshakati on the implementation of the Biosafety Act, Act No. 7 of 2006;
- The Ministry was represented at a seminar for Careers of Children with Disabilities organized by the Occupational Therapist of the Ministry of Health and Social Services;
- Several meetings were held with experts from the International Labour Organisation (ILO) to conduct an assessment on Public Employment Services through consultations with key stakeholders. The objectives of this assessment was to identify areas of strengths and weakness and to develop, through a participatory and consensus building process, a National Action Plan to strengthen Employment Services in Namibia;
- Staff members attended a Continuous Professional Development Training on wellness coordination and one on emotional intelligence, stress and trauma;
- Staff members attended a two-weeks training on Development of Advanced Productivity Practitioners in Mauritius and
- Staff members attended the capacity building training on Labour Market Bulletin Development facilitated by ILO in March 2017.

1.15. Productivity Promotion

- The Ministry submitted a Draft Policy on National Productivity and a proposal on the establishment of a Productivity Centre to the Office of the President through the Office of the Minister;
- **The Productivity Centre has moved to the former Office of the Labour Commissioner;**

- A Workplace Productivity Pilot Project was successfully carried out at Air Namibia and Ministry of Home Affairs and Immigration. The Report was submitted to them upon the completion of this exercise;
- Green Productivity School Awareness campaign materials were developed;
- A Proposal and MoU on providing technical support between Singapore Cooperation Enterprise and the Ministry was finalized.

1.16. National Labour Migration Policy

The Ministry with the support from International Organization for Migration (IOM) Office in Namibia worked towards developing the National Labour Migration Policy. The Policy is aimed at strengthening Rules and Regulations for effective and efficient administration of labour migration. It is also optimizing the benefits of labour migration on development, while mitigating its adverse impact.

The following activities were carried out in preparation towards the development of the Policy

- Technical Working Group (TWG) was established comprising of relevant stakeholders;
- TWG attended two trainings on Migration Management and Labour Migration Policy Development;
- a consultant, Professor Marius Oliver from South Africa was contracted in July 2016 to carry out the Policy development process;
- a Situational Analysis Report was finalized in November 2016 and
- The National Labour Migration Policy and the Road Map for implementation and resource mobilization were drafted.

1.17. Informal Economy Case Study

The Informal Economy Case Study is aimed at providing information on characteristics of informal economy to enable the Ministry understands the Informal Economy Status and its activities. Furthermore, the Study will also serve as basis for Social Security Commission to examine the possibility of extending social security coverage to the informal sector country wide. The following activities were carried out:

- the Ministry in collaboration with Social Security Commission contracted Labour Resource and Research Institute (LaRRI) to conduct the Informal Economy Case study;
- the Ministry participated in the data collection for this Study;
- the finalization of the Case Study Report was in progress.

C. INTERNATIONAL RELATIONS AND ADVICE DIVISION

The Division consist of four Sub-divisions which carries out the following functions to co-ordinate international and development co-operation within the Ministry;

- to deal with international and regional organisations and institutions responsible for labour, employment and social affairs.
- manages relations with the International Labour Organisation;
- process applications for overtime;
- render secretarial services to the Labour Advisory Council and
- ensure free flow of information between the Ministry and the public.

1. Sub-division: International Relations

1.1. International Labour Conference (ILC)

At the 105th Session of the International Labour Conference which was held in Geneva, Switzerland from 30 May – 10 June 2016, Namibia was represented by a tripartite delegation led by the Hon. Erkki Nghimtina. The ILC set up four Committees were to discuss Agenda Items of the Conference:

- **Committee on the Application of Standards**

The Committee was established as a cornerstone of the regular ILO supervisory system and also as a forum for tripartite dialogue in which the Organization debate the Application of International Labour Standards and the functioning and effectiveness of the standards system itself. It further examined the measures taken by Member States to implement the Conventions that they have voluntarily ratified and fulfillment of their reporting obligations as provided for under the ILO Constitution.

- **Committee on the Social Justice Declaration for a Fair Globalization**

The aim of the Social Justice Declaration is to achieve decent work and employment through adoption of economic and social policies at both the national and regional levels. The Committee reviewed and evaluated the impact of the Declaration, which was adopted in 2008 with the help of the ILO to achieve an improved and fair outcome for all.

The Member States were urged to take appropriate actions in the context of national circumstances to mainstream the Decent Work Agenda in the implementation of the UN Agenda 2030, including in national and regional strategies for sustainable development.

- **Committee on Decent Work in Global Supply Chain**

The Committee had a general discussion on Decent Work in the Global Supply Chains. This was the first of undoubtedly many more ILO general discussions on this topic, which might perhaps lead to the setting of an International Labour Standard in this area.

The Committee agreed that Global Supply Chains could be an engine of development by promoting technology transfer, adopting new production practices and moving into higher value-added activities, which would enhance skills development, productivity and competitiveness. While the Committee acknowledges the positive impact of global supply chains on job creation, it also pointed out that failures at all levels within global supply chains have contributed to decent work deficits for working

conditions such as in the areas of occupational safety and health, wages, working time, impacted on the employment relationship. The Committee concluded that that current ILO standards may not be fit for purpose to achieve decent work in global supply chains and called on the ILO review this issue and convene, as soon as appropriate, by decision of the Governing Body, a technical tripartite meeting or a meeting of experts to:

- (a) assess the failures which lead to decent work deficits in global supply chains;
- (b) identify the salient challenges of governance to achieving decent work in global supply chains; and
- (c) consider what guidance, programmes, measures, initiatives or standards are needed to promote decent work and/or facilitate reducing decent work deficits in global supply chains.

- **Committee on Employment and Decent Work for the Transition to Peace**

It was felt imperative that new and timely responses need to be developed to focus on prevention, resilience and recovery in the process of transition to peace. The ILO Office was to send out two Reports to Member States for consultation and the output of these Reports will form part of the discussion during the Conference in 2018.

1.2. ARLAC

1.2.1. 42B ARLAC Governing Council Meeting

The African Regional Labour Administration Centre (ARLAC) Governing Council of the Ministers took place on 08 June 2016 in Geneva, Switzerland. The meeting discussed amongst others, Member States who were in arrears and the possibility sanctions or another possibility like to be given chances to make arrangements (Payment Plan) to pay off their dues.

1.2.2. ARLAC Meeting of Senior Officials

Namibia hosted the 12th Annual Meeting for the African Regional Labour Administration Centre (ARLAC) Committee of Senior Officials responsible for Labour/Employment/Manpower issues in English speaking African Countries and the following countries attended: Egypt, Lesotho, Namibia, Nigeria, South Africa, Swaziland and Zimbabwe on 24–26 October 2016. The International Labour Organisation was represented. The following issues were resolved:

(a) ILO Report on the Comprehensive Re-engineering of ARLAC

Due to the detailed nature of the Report, the Committee agreed to allow time for Member Countries to consult and submit their inputs to the Secretariat for consolidation and subsequent submission to the Consultant.

(b) Considerations of Recommendations made by Participants to the 2016 Training Programme

The Secretariat was advised to develop concise reports which include assessments of the impact of training with a view to enable the Committee of Senior Officials to guide future training programmes. The reports should also include indications of gender dimensions among participants.

(c) Prioritization of the 2017 ARLAC Training Programme/ allocation of Participation Slots

All individual Member Countries with particular interests should engage Secretariat to swap slots in line with their specific needs. The ILO Decent Work Team offered to host the Secretariat with a view

to aligning the proposed themes for 2017 with future International Labour Conference and Regional Strategic Thematic Areas.

(d) Implementation of Resolutions of the 42B ARLAC Governing Council Meeting held on 8 June 2016

The organization was at a critical stage and therefore required a change in strategy on how to engage Member States. Therefore, the Chairperson should invite all ARLAC Member States to participate in the re-engineering process. The Secretariat was requested to circulate full details regarding Member Countries in arrears to enable the Committee offer informed guidance.

(e) Recruitment of the new ARLAC Director

The meeting resolved that it was prudent to commence the recruitment process of the ARLAC Director at the end of the on-going re-engineering process in order to ensure that the Director to be recruited will meet the expectations of the re-engineered ARLAC. Namibia, Nigeria and South Africa agreed to second staff to assist during the transitional process.

(f) Physical Facilities at ARLAC

Zimbabwe undertook to provide information on costing for rehabilitation of the current facilities as well as the architectural designs and bill of quantities for the redesigning and building of new structures. Individual Member Countries were also appealed to consider funding some particular structures which may be adopted in their respective names.

1.2.3. The 43rd ARLAC Governing Council Meeting and High Level Symposium on “Fundamental Principles and Rights at Work”

The Ministry attended the 43rd ARLAC Governing Council Meeting and High Level Symposium on “Fundamental Principles and Rights at Work”, which took place at Victoria Falls, Zimbabwe from 27 February – 02 February 2017. Participating Member States discussed the subject matter and presented Country Papers and shared experiences on compliance with core Conventions. The Governing Council took the following Resolutions that Member States should:-

- intensify training and research in various Labour Administration Departments in collaboration with the ILO and ARLAC;
- increase national budgetary allocation for labour administration functions;
- carry out sensitisation activities on Fundamental Principles and Rights at Work in collaboration with social partners and assistance with the ILO and development partners, where possible;
- facilitate the transitioning of the informal economy to formal;
- undertake awareness programmes to eliminate abusive cultural and religious practices that perpetuate child labour practices and discrimination in employment and occupation;
- conduct law reforms to address conflicts in constitutional provisions vis-à-vis working age as embedded in labour legislations;
- be encouraged to expedite the ratification of all Core Conventions including Convention 150 of Labour Administration and the Protocol to C29 of Forced Labour;
- review the governance structure of ARLAC to achieve greater efficiency, transparency and accountability;
- recruit more labour inspectors; and

- ILO to strengthen technical assistance to Member States through Decent Work Programmes.

1.3. ILO Future of Work

Following a request from ILO to its Member States to hold fully tripartite dialogues which were to be structured around Four Thematic “Centenary Conversations” on: Work and Society; Decent Jobs for All; the Organisation of Work and Production; and the Governance of Work. The Sub-Division coordinated the First Meetings on the Future of Work Centenary Initiatives held in 2016.

The Government and its Social Partners deliberated on these ILO Initiatives and started the process of identifying work challenges that need dialogue.

Further meeting was held also in 2016. It was agreed that there was a need to have public discussions on the roles of employers and trade unions; the need to come up with Terms of Reference for a Committee; source a researcher and also to draw up a Plan and Budget to fast track the work on Centenary Conversations.

1.4. Decent Work Country Programme (DWCP)

The National Steering Committee commissioned the printing of previous Decent Work Country Profile with the assistance of ILO which was distributed to social partners to be used as a reference when drafting the New DWCP.

Another meeting was held 2017 whereby relevant stakeholders including ILO participated. The deliberations were on the Decent Work Country Programme (2010 - 2014) and mapping the way forward for the introduction of the new of the DWCP (2017-2020). It was further agreed that technical assistance be sourced on Gender Mainstreaming and for a study on the possible setting up the National Minimum Wage (NMW).

1.5. SADC Employment and Labour Sector Ministers’ Meeting

The Namibia tripartite delegation attended the SADC Ministers and Social Partners meeting responsible for Employment and Labour held from 9-12 May 2016 in Gaborone Botswana. The delegation was headed by Hon. Minister Erkki Nghimtina, who was accompanied by the Permanent Secretary, Senior Officials, and a union representative while employers’ organisations did not send a delegate.

1.6. Labour and Trade Ministers Roundtable

A Namibian delegation led by the Hon. Minister Erkki Nghimtina and Hon. Immanuel Ngatjizeko attended the inaugural of AGOA Labour and Trade Ministerial Round Table in Washington, United States of America from 22-26 September 2016. The Ministers presented the challenges that have been facing the field of labour and employment. The outcomes of the Roundtable discussions were: as follows:

- the Ministers responsible for Labour and Trade affirmed that the protection of international recognised workers’ rights was an essential element of sustainable trade and investment and broad-based inclusive growth;
- Ministers committed to make continual progress in establishing protection of internationally recognised workers’ rights and to eliminate the worst form of child labour;
- Ministers committed to increase coordination of Trade and Labour Policies under AGOA as they

recognized that strong labour and workplace protection could attract sustainable trade and investment and could contribute to share prosperity; and

- Ministers pledged to continue building on the work done at the Inaugural of Labour and Trade Ministerial by:
 - increasing coordination between labour and trade authorities;
 - incorporating workers' rights within National AGOA utilization strategies;
 - developing country specific implementation plans for improving international recognized workers' rights under AGOA for 2017; and
 - share with trade and labour Ministers from other AGOA eligible countries on efforts to be employed by the countries that attended the inaugural Trade and Labour Ministerial Round Table.

1.7. Tripartite Task Force Committee Meeting on Labour Act (Act No. 11 of 2007) review

A Tripartite Task Force Committee was established with the aim of reviewing the Labour Act as a Technical Committee. Several meetings were held and recommendations were submitted for possible consideration for amendments. It was anticipated that the Committee will finalize this assignment by end of June 2017.

1.8. Negotiations on Minimum Wages

(a) Minimum Wages and other Conditions of Employment in the Security Industry

Negotiations by the Namibia Security Labour Forum between the Security Association of Namibia, Namibia Transport and Allied Workers Union, Namibia Security Guards and Watchmen's Union and Namibia Independent Security Union on the minimum wages and other conditions of employment in the Security Industry were ongoing during the reporting period.

(b) Minimum Wage in the Tourism Industry

The Ministry convened a meeting between Tourism and Allied Workers Union (TAWUN), and Employers' Organizations from the Industry regarding the subject matter which made the following recommendations:

- Namibia Tourism Wages Negotiation Forum shall consist of four members representing each constituency who may use alternate members in exceptional cases;
- representation in the Forum shall only be considered for paid up members and the constitutions of both parties shall be in line with the mandate of the Forum in terms of mobilizing members in the industry and
- Recognition Agreement should be finalized by the parties in this regard for the Forum to be established since there had been no feedback from the parties.

1.9. Reports to ILO

(a) Report on Ratified Conventions

The Government has submitted its Annual Report on ratified Conventions to the ILO in accordance with Article 22 of the ILO Constitution. So far, Namibia has ratified ten (10) Conventions in three (3) categories as follows:

Fundamental

- **C029** - Forced Labour Convention, 1930 (No. 29);
- **C087** - Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87);

- **C098** – Right to Organise and Collective Bargaining Convention, 1949 (No. 98); C100 – Equal Remuneration Convention, 1951 (No. 100);
- **C105** – Abolition of Forced Labour Convention, 1957 (No. 105);
- **C111** – Discrimination (Employment and Occupation) Convention, 1958 (No. 111);
- **C138** – Minimum Age Convention, 1973 (No. 138); and
- **C182** – Worst Forms of Child Labour Convention, 1999 (No. 182);

Governance (Priority)

- **C144** – Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144)

Technical

- **C150** – Labour Administration Convention, 1978 (No. 150); and
- **C158** – Termination of Employment Convention, 1982 (No. 158)

(b) Submission to the Competent Authority

In terms of Article 19(5)(b) of the ILO Constitution, Member States are obliged to submit newly adopted Conventions and Recommendations to the Authorities within whose Competence Authorities the matter lies. In Namibia, these are cabinet and Parliament. During the period under review, the ILO Instruments which were adopted by the ILO Conference at its 103th and 104th Sessions were tabled in the National Assembly, namely: Protocol No.29 of 2014 of the Forced Labour Convention 1930 and Recommendation No. 203 – Forced Labour (Supplementary measures).

(c) Report on Unratified Conventions

A Report was submitted in accordance with the ILO Constitution, Article 19(6)(d) as requested by the Governing Body of the ILO on the Namibia's position of the law and practice on Working Time Instruments. The Report entails the concept of hours of work, scope of application, limits on daily and weekly hours of work, minimum weekly rest period, and rest break during work day, protection of night workers and part-time work amongst others. Copies of the Report were forwarded to the National Union of Namibian Workers (NUNW), Namibian Employers Federation (NEF), Namibia Employers Association (NEA) and the Trade Union Congress of Namibia (TUCNA) as required by the ILO Constitution.

1.10. Abrogation of ILO Conventions

Abrogation of the following Conventions were completed and submitted to ILO during the reporting period. Namibia agreed to the abrogation of the Conventions as proposed as they have become obsolete.

- Night Work (Women) Convention, 1919 (No.4)
- Minimum Age (Trimesters and Stokers) Convention, 1921 (No.15)
- Protection Against Accidents (Dokers) Convention, 1929 (No.28)
- Night Work (Women) Convention (Revised), 1934 (No.41)
- Minimum Age (Non – industrial Employment) Convention (Revised), 1937 (No. 60)
- Hours of Work and Rest Periods (Road Transport) Convention, 1939 (No.67)

2. Sub-Division: Legal Advice and Exemptions

The following types of applications were processed

Type of applications	Number of applications received	Number of applications approved	Number of applications pending
Exceeding normal overtime hours	287	284	3
Work on Sundays and Public holidays in terms of sections 21(4) and 22(4)	183	183	0
Declaration of Continuous Operations	15	8	7
Exemption/Variation in terms of section 139	8	5	3
Exemptions to hold valid Affirmative Action Certificate	8	8	0
Total	501	488	13

Table 1: Types of application received and processed

3. Sub-Division: Labour Advisory Council

3.1. Labour Advisory Council

The two Standing Committees under Labour Advisory Council (LAC) namely: Committee for Dispute Prevention and Resolutions as well as Essential Services Committee held eleven **(11)** meetings, as per the Annual Plan. The following items were finalised:

3.1.1. Ratification of ILO Convention 188, Work in Fishing Convention

In 2015, the Council commissioned a Gap Analysis activity for both the ILO Convention 188, Work in Fishing Sector (2006) and the Maritime Labour Convention 2006 respectively. The outcome of the Analysis resulted in LAC recommending for the ratification of only one, the ILO Convention 188, Work in Fishing Sector. The Maritime Labour Convention 2006 was put on hold until such time that relevant legislations are in place to be compliance.

3.1.2. Social Dialogue at Regional Level

Consultation is the most widespread practice for the effective national social dialogue. In an effort to create awareness at regional levels on its functions and mandate as per the Labour Act, the LAC conducted a number of consultation sessions country wide. The consultations took place in Erongo, Omaheke, Omusati, Kavango, and //Karas Regions.

3.1.3. Exemption to Appoint Namibians as Understudies

Forty two **(42)** Applications from both the private and public sectors to be exempted from training Namibian understudies were received. The LAC Working Committee had to do an on-site verification of some applications. Thus, visits were arranged at twenty- four **(24)** employers and verifications were carried out.

Since the statistics received from the University of Namibia (UNAM) and the Ministry of Health and Social Services showed that there was a limited number of health professionals in Namibia, one of the processed applications was from the health sector. Subsequently, a total number of twenty four **(24)** Applications consisting of **206** positions were recommended for exemption not to train Namibian Understudies. Fifteen **(15)** applications consisting of **93** positions were rejected for not meeting the requirements in terms of the Affirmative Action Act (Act 29 of 1998). Three **(3)** Applications remain pending due to outstanding documents. Most of the approvals granted were subjected to conditions such as granting bursaries to Namibians for professional qualifications.

3.1.4. Designated Essential Services

The Council received many complaints from employers on the preserved ambiguity of the Government Notices No. 314 of 31 December 2012 and 94 of 15 July 2014 that contained the Designated Essential Services. The designation were employers specific while same services could be found at other employers. This resulted in the Minister recommending for the repeal of the two Government Notices. As a result, a new Government Gazette was issued in this regard.

3.1.5. Variation of Basic Conditions of Employment in terms of section 139 of the Labour Act.

In term of section 139 of the Labour Act, an Application was submitted seeking for variation on section 12(3) of the Labour Act. This Variation would enable money deducted for repayments of house bonds to be paid over to the third parties (bank). The Council recommended for the variation of section 12(3) as applied for.

3.1.6. Amendment to variation on rest period on Variation and Exemption in terms of Section 139 of the Labour Act.

Implementation of conditions that were attached to the Variations which were granted to two employers were found not be cost effective by them. As a result, they requested for the Variations to either be withdrawn or amended. The Minister approved the amendment as recommended by the Council.

4. Sub-division: Public Relations

4.1. Radio Program

The Ministry concluded its radio call-in program on NBC's National Radio that continued from the previous Financial Year. The program used to be broadcast live every Thursday at 19h00 and seventeen (17) topics were covered. Efforts to extend the same program on NBC and other local languages radio stations did not materialise due to limited funds.

4.2. Trade Fairs/ Shows

In an effort to engage the public and raise awareness about its services, the Ministry participated in thirteen **(13)** Trade Fairs country-wide. As part of the awareness, the Ministry provided the public with information on all Acts, other legislative documents and Policies under its custodianship.

Apart from the information dissemination, the Ministry also offered on-site services to the public at some of the Trade Fairs. These services include registration of jobseekers, training institutions and designated employers. The Ministry participated at Trade Fairs and Shows as indicated below:-

Name of Trade Fair	Date
Lüderitz Cray Fish Festival	29 April – 02 May 2016
Okahandja Tourism & Trade Expo	11-14 May 2016
Opuwo Trade Fair	30 May – 04 June 2016
African Public Service Day	20-24 June 2016
Katutura Expo	25 – 30 July 2016
Zambezi Bream Festival & Cultural Expo	8 – 13 August 2016
Ongwediva Annual Trade Fair	26 August – 03 Sept 2016
Otjiwarongo Agricultural Show	08 – 11 September 2016
Omaheke Trade Fair	26 Sept – 01 October 2016
Windhoek Agricultural Show	28 Sept – 03 October 2016
Walvis Bay Namport Erongo Business Expo	28 – 31 October 2016
Tsumeb Copper Festival	1 – 5 November 2016
Kavango Trade Fair	1 – 5 November 2016

Table 2: Names of Trade Fairs attended by the Ministry

4.3. Ministerial Video

A Ministerial video which illustrates the Ministry's services was finalized and it will be used as a promotional tool for the Ministry at different platforms.

4.4. Public enquiries

The Ministry responded to public queries received through various platforms such as the Ministry's SMS line (66111) and the media. It also made use of the New Era's dedicated page on Tuesdays to respond to some of the complaints/queries by the public.

4.5. Digital Advertising

The Ministry advertised some of its core services on Electronic Billboards that were strategically located at different locations in Windhoek. About ten **(10)** adverts that covered at least forty-five **(45)** sub-messages were placed and displayed on these boards.

4.6. External and Internal Newsletters

The Ministry published two newsletters for its internal and external stakeholders respectively. The Internal Newsletter was disseminated via email to all staff members, while the External Newsletter was published for external stakeholders' benefits. However due to budgetary constraints, the External Newsletter was only uploaded on the Ministry's website.

D. GENERAL SERVICES DIVISION

The Division consist of five Sub-divisions which carries out the following functions:

- To advise and assist the Ministry in the development of relevant policies in accordance with the legislative requirements and national objectives;

- facilitate the operations of the Ministry;
- provide administrative support services.

1. Sub-division: Finance

DESCRIPTION	FUNDS ALLOCATED N\$	TOTAL EXPENDITURE N\$	USED PERCENTAGE (%)
010-Personnel Expenditure	127 660 635.07	95 236 471.08	75%
021- Travel and Subsistence Allowance	15 478 626.31	7 378 585.69	48%
022- Materials and Supplies	4 291 177.61	2 384 665.75	56%
023-Transport	3 630 782.28	1 006 442.69	28%
024-Utiities	15 743 613.12	11 385 436.95	72%
025-Maintennace Expenses	9 525 383.14	5 995 056.63	63%
027-Other Services and Expenses	31 338 849.97	22 582 962.24	72%
Total	207 669 067.50	145 969 621.03	71%

Table 1: Expenditure Report for 2016/2017 Financial Year

2. Sub-division: Human Resources

2.1. New appointees / transfers from other Ministries

STAFF	POSITION	GENDER	EFFECTIVE DATE
1. P. Nghidengwa	Deputy Director Grade 4	Female	01 April 2016
2. D.M. Folisa	Messenger Grade 15	Male	11 April 2016
3. L.U. Tjonga	Internal Auditor Grade 8	Male	11 April 2016
4. P.S. Kambembe	Employment Officer Grade 10	Female	18 April 2016
5. L.N.B. Lupandu	Administrative Officer Grade 12	Female	25 April 2016
6. H.N. Alweendo	Economist Grade 8	Female	01 May 2016
7. S. Ndakola	HR Administrator Grade 11	Female	01 May 2016
8. S.K. Uuta	Private Secretary Grade 9	Female	01 May 2016
9. E.K. Kavhura	Labourer Grade 15	Male	01 May 2016
10. E. Skrywer	Cleaner Grade 15	Female	01 May 2016
11. E.N. Hasholo	Statistician Grade 8	Female	01 May 2016
12. B.R. Shikukumwa	Administrative Officer Grade 12	Male	06 May 2016
13. L.N. Shimbamba	Senior Labour Inspector Grade 8	Female	01 July 2016
14. J.H. Hausiku	Messenger Grade 15	Male	01 July 2016
15. A. Haileka	Messenger Grade 15	Male	01 July 2016

16.	O.F. Tjiurutue	Administrative Officer Grade 12	Female	12 July 2016
17.	F.S. Mukuve	Labourer Grade 15	Male	25 July 2016
18.	A. Elifas	Cleaner Grade 15	Female	25 July 2016
19.	L. Augustinus	Cleaner Grade 15	Female	25 July 2016
20.	A.S. Wamunyima	Labourer Grade 15	Female	25 July 2016
21.	V. Ntinda	Cleaner Grade 15	Female	25 July 2016
22.	R.M. Magwaza	Labourer Grade 15	Female	01 August 2016
23.	W. Mumbala	Senior Labour Inspector Grade 8	Female	01 August 2016
24.	O.S. Mbenguela	Administrative Officer Grade 12	Female	01 August 2016
25.	H.N.L. Uusiku	Development Planner Grade 8	Female	01 August 2016
26.	S.M.T. Amutenya	Economist Grade 8	Female	01 August 2016
27.	M.L. Angula	Administrative Officer Grade 12	Female	09 August 2016
28.	J.M. Liwakala	Administrative Officer Grade 12	Female	09 August 2016
29.	A.K. Mungendje	Labourer Grade 15	Male	01 September 2016
30.	C.M. Mbango	Chief Arbitrator Grade 5	Female	01 September 2016
31.	K.D. Shikomba	Arbitrator Grade 6	Female	01 September 2016
32.	J.N. Matheus	Cleaner Grade 15	Female	05 September 2016
33.	M.R. Karises	Administrative Officer Grade 12	Female	19 September 2016
34.	S.I. Ankonga	Employment Officer Grade 10	Female	01 October 2016
35.	N.W. Katire	Psychological Councilor Grade 8	Male	01 October 2016
36.	G. Fillander	Labourer Grade 15	Male	01 October 2016
37.	A.N.N. Mbundu	Psychological Councilor Grade 8	Female	01 October 2016
38.	S.C. Frederick	Administrative Officer Grade 12	Female	01 October 2016
39.	B.T. Kankono	Statistician Grade 8	Female	01 October 2016
40.	E.T. Hamutenya	Psychological Councilor Grade 8	Female	01 October 2016
41.	J. Shihepo	Inspector: OHS	Male	01 October 2016
42.	Ms. C. Beukes	Psychologist Grade 6	Female	01 October 2016
43.	G.M. Hoveka	Senior Inspector: Industries Grade 8	Male	01 October 2016
44.	J. Shilihuleni	Labourer Grade 15	Male	01 October 2016
45.	M.H. Kamati	Labourer Grade 15	Male	01 October 2016
46.	F. Niinkoti	Employment Officer Grade 10	Female	01 October 2016
47.	F.S. Shipahu	Labourer Grade 15	Male	01 October 2016

48. U. Tjituka	Labourer Grade 15	Male	06 October 2016
49. N.V. Kanime	Senior Inspector: Industries Grade 8	Female	01 November 2016
50. I.M. Ndjambula	Senior Inspector: Industries Grade 8	Female	01 November 2016
51. N. Shigwedha	Psychological Councilor Grade 8	Female	01 November 2016
52. B. Moonde	Chief Arbitrator Grade 5	Female	01 November 2016
53. S.M. Bezuidenhout	Administrative Officer Grade 12	Male	01 November 2016
54. J. Ochurus	Senior Inspector: Industries Grade 8	Male	01 November 2016
55. K. Katjizeu	Account Assistant Grade 11	Male	09 December 2016
56. E.K. Shipingana	Account Assistant Grade 11	Female	09 December 2016
57. S. Tobias	Messenger Grade 15	Male	12 December 2016
58. G. Hitilasha	Administrative Officer Grade 12	Male	12 December 2016
59. A.A. Alweendo	Administrative Officer Grade 12	Male	12 December 2016
60. F. Leonard	Employment Officer Grade 10	Male	12 December 2016
61. E.K.P. Haipinga	Administrative Officer Grade 12	Female	01 January 2017
62. T.K. Handobe	Administrative Officer Grade 12	Female	01 January 2017
63. K.S. Chipandambira	Psychologist Grade 6	Female	08 January 2017
64. P.H. Haixula	Analyst Programmer Grade 9	Male	14 February 2017
65. E.E. Ntoni	Employment Officer Grade 10	Female	01 March 2017

Table 2: New appointees / transfers from other Ministries**2.2. Promotion/ transfer in ranks**

STAFF	POSITION	GENDER	REGION	EFFECTIVE DATE
1. P.V.V. Shipa	Senior Labour Inspector Grade 8	Male	//Karas Region	01 July 2016
2. K. Shitaa	Senior Labour Inspector Grade 8	Male	Omusati Region	01 July 2016
3. D.D. Nghitomoka	Senior Labour Inspector Grade 8	Male	Kavango East Region	01 July 2016
4. L.S. Mwanyangapo	Senior Labour Inspector	Male	Kunene Region	01 July 2016
5. V.T. Alweelo	Senior Labour Inspector Grade 8	Female	Oshana Region	01 July 2016
6. S.H. Heita	Chief Arbitrator Grade 5	Male	Head Office	01 July 2016
7. G. Usiku	Chief Arbitrator Grade 5	Female	Erongo Region	01 July 2016
8. E.L. Sasele	Chief Arbitrator Grade 5	Male	Kavango East Region	01 July 2016
9. S.M. Nandjigwa	Chief Labour Relations Grade 7	Male	Head office	01 July 2016
10. O.M. Matengu	Senior Labour Inspector Grade 8	Male	Erongo Region	01 August 2016

11.	L.M. Hamukoto	Accountant Grade 8	Male	Head Office	01 August 2016
12.	D.I. Itenge	Senior Employment Officer Grade 8	Male	Otjozondupa Region	01 September 2016
13.	M. Shapopi	Senior Employment Officer Grade 8	Female	Oshana Region	01 September 2016
14.	E Nkole	Arbitrator Grade 6	Female	Head Office	01 September 2016
15.	L.N. Amupadhi	Arbitrator Grade 6	Female	Head Office	01 September 2016
16.	M.S. Sinfwa	Arbitrator Grade 6	Female	Khomas Region	01 September 2016
17.	D. Louw	Arbitrator Grade 6	Male	Hardap Region	01 September 2016
18.	N.S. Mouers	Arbitrator Grade 6	Female	Hardap Region	01 September 2016
19.	M. Hamutenya	Training Officer Grade 8	Female	Head Office	01 November 2016
20.	E.T. Noodi	Senior Labour Inspector Grade 8	Female	//Karas Region	01 December 2016
21.	G.S. Kupembona	Senior Inspector: Industries Grade 8	Male	//Karas Region	01 October 2016
22.	B.L. Simasiku	Chief Administrative Officer Grade 8	Female	Head office	01 February 2017

Table 3: Transfers in ranks and promotions within and to MLIREC

STAFF	POSITION	GENDER	TRANSFER TO OMAS	EFFECTIVE DATE
1. M. Malakia	Economist Grade 8	Male	National Planning Commission	01 May 2016
2. P.S. Kambembe	Employment Officer Grade 10	Female	Zambezi Regional Council	01 June 2016
3. J. Sirongo	Employment Officer Grade 10	Male	Ministry of Poverty and Social Welfare	01 July 2016
4. K. Kaurivi	Senior Employment Officer Grade 8	Male	Office of the Prime Minister	01 August 2016
5. P.D. Kankondi	Senior Labour Inspector Grade 8	Male	Anti-Corruption Commission	01 August 2016
6. K.H. Muronga	Administrative Officer Grade 12	Male	Ministry of Health & Social Services	01 September 2016
7. S. Sanda	Statistician Grade 8	Male	National Planning Commission	01 November 2016

Table 3: Transfers in ranks and promotions to Other OMAs**2.3. Termination/ Transfer to other Ministries**

INITIALS AND SURNAME	RANK	GENDER	REASON	LAST WORKING DAY
1. T. Hainyemba	Administrative Officer Grade 12	Male	Resignation	11 / 04 / 2016
2. A. K. Nghikevali	Senior Employment Officer Grade 8	Male	Retirement	30 / 04 / 2016
3. F. N. Aluteni	Analysis Programmer Grade 9	Female	Retirement	31 / 05 / 2016

4. J. N. Mahoto	Chief Labour Inspector Grade 7	Female	Abscondment	31 / 05 / 2016
5. H. K. Kandapaera	Senior Labour Relations Officer Grade 8	Male	Retirement	31 / 07 / 2016
6. P. Nambundunga	Senior Labour Inspector Grade 8	Male	Resignation	28 / 08 / 2016
7. N. M. Ndana	Labour Inspector Grade 9	Male	Resignation	31 / 08 / 2016
8. A. A. Hagen	Arbitrator Grade 6	Female	Resignation	31 / 08 / 2016
9. C. M. Mbango	Chief Arbitrator Grade 5	Female	Retirement	31 / 08 / 2016
10. K. D. Shikomba	Arbitrator Grade 6	Female	Retirement	31 / 08 / 2016
11. A. N. Kamulilo	Chief Administrative Officer Grade 8	Female	Transfer to Min of Education	31 / 08 / 2016
12. L. Nghituwamata	Administrative Officer Grade 12	Female	Transfer to Min of Poverty	30 / 09 / 2016
13. Folisa	Messenger Grade 15	Male	Resignation	30 / 09 / 2016
14. A. P. Domrough	Administrative Officer Grade 12	Female	Resignation	30 / 11 / 2016
15. T. N. Sitali	Accountant Grade 8	Female	Death	31 / 10 / 2016
16. O. Angula	Arbitrator Grade 6	Male	Resignation	14 / 10 / 2016
17. K. S. Chipandambira	Psychologist Grade 6	Female	End of Contract	07 / 01 / 2017
18. S. Uukule	Inspector: OHS	Male	Resignation	28 / 02 / 2017

Table 4: List of Staff members who terminated their services or transferred to other OMAs

2.4. Staff Establishment

The Ministry's staff complement is **649** in total of which **397** positions were filled while **282** were vacant. Of the filled positions, **170** are females and **226** are males.



Table 5: Number of Staff establishment of the Ministry

3. Sub-Division: Internal Audit

The Receiver of Revenue Audit at Finance Sub-Division, Head office was finalized while S&T and Accounts Receivable were still being under audit during the reporting period.

4. Sub-Division: Auxiliary Services

4.1. Stock taking

Only Six (6) Stock Control Points were finalized as listed, namely: Okahandja, Oshakati, Outapi, Tsumeb, Opuwo and Mariental.

4.2. Progress of the Capital Projects executed during this Financial Year

CAPITAL PROJECTS PROGRESS REPORT			
Projects	Activities	Achievements	Challenges
Extension to the Head Office	Concept design	Not yet achieved	Delay in finalization of documentation.
Construction of the Regional Office in Omuthiya	Feasibility study	Project was put on hold	Budget constrains

4.3. Fleet Management

4.3.1. Fleet vehicles reconciliation.

The reconciliation of the fleet vehicles for 2016/17 was not done. There were **123** fleet vehicles, of which **41** were sedans, **80** pick-ups and **2** buses (Quantum). Of these vehicles, only **38** were serviced and repaired at an amount of **N\$95 057.11**. The renewal of **18** GRN vehicle license disks was done.

5. Sub-Division: Information Technology

5.1. Percentage of ICT Systems uptime.

The storage of the File Server was at **99%** full. The purpose of the File Server is to store all the files and documents on each and every user's computer in order to eliminate potential loss of documents in cases where computers break happened and need to be replaced. The File Server also stores weekly backups of documents of all the users in the Ministry. If the File Server's storage space is not increased before it gets full, users will not be able to save documents on their computers any longer as there will be insufficient storage space.

It was discovered that the network infrastructure at Employment Equity Commission was not functioning. The fibre converters and network switches were no longer functioning.

The Ministry was in the process to replace a faulty/ legacy Uninterrupted Power Supply (UPS). It was discovered that the UPS in Block A at the Headquarters was not in operation as it experienced power failures several times. The UPS was more than ten (10) years old. Some UPS's were replaced. The File Server needed replacement during the reporting period as it had ran out of space.

5.2. Ministerial website updates

Several contents were updated on the Ministerial website (www.mol.gov.na). The website for the Employment Equity Commission was designed and developed (www.eec.gov.na). The Sub-Division presented the new design to Employment Equity Commission staff members and they were satisfied. The Ministry requested Office of the Prime Minister to publish the website before 31 march 2017.

6. Sub-Division: Training

6.1. Qualifying and non- qualifying training

No new (qualifying and non-qualifying) training was approved for 2017/2018 Financial Year. Only the already approved applicants during the reporting period were considered due to the contractual obligations towards training providers.

TRAINING PLAN (2016-2017)

OMA/RC	MINISTRY OF LABOUR, INDUSTRIAL RELATIONS & EMPLOYEMENT CREATION					Period of Training			
Name of employee	Position	Training identified	Link to business/ goals/targets identified	Method of delivery	Start Month/Date	Training costs			
						Training Fees	Travelling	Accomodation	Others
Korbinian H	Computer Technician	-Diploma in IT Server Administration -Microsoft Certified Solutions Associate (MCSA)	-Earn the Ministry more knowledge & skills on server infrastructure, & thus will be administered better -It will improve staff performance sever skills, server 2012(new)	IIT (Windhoek) -Master Grade IT	2017 4-23/04/2016	50% of N\$ 30 361.50 N\$ 22 971.00	 N\$ 3 216.00	 N\$ 99 600.00	
Kalola S	Driver	-Stress Management & Customer Care Skills	-Increased performance, Stress tolerance & Customer Service	Workshop (NIPAM)	18-22/07/2016	N\$ 6 042.00			
Kapeng S	Chief Inspector :OHS	B-Juries Degree	-Greatest influence in the improvement & development of health & safety legislations	Part-Time Study UNAM	2016	50% of N\$ 17 030.00			

Khaebes H	Cleaner	-Behaviour & Attitude Management	-To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Kandjengo AK	Cleaner	-Behaviour & Attitude Management	-To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00			
Kandovazu HV	Artisan Foreman	-Project Management Programme	-Effectively & Efficiently operation within the maintenance subdivision	ESAMI Oshakati	05-16/09/2016	N\$ 12 500.00	N\$ 2 100.00	N\$ 9 087.00	
Kabuku L	Senior Labour Inspector	Post Graduate in Labour Law	-To acquire Labour Law Skills that will enable him to utilise when executing his duties	Distance Study University of Johannesburg	2016	N\$ 15 840.00			
Boois S	Cleaner	-Stress Management & Customer Care Skills	-Increased performance, Stress tolerance & Customer Service	Workshop (NIPAM)	2-16/04/2016	N\$ 6 042.00		N\$ 3 460.00	
Amukwaya J	Cleaner	-Behaviour & Attitude Management	-To improve individual performance through quality service delivery	Workshop (NIPAM)	06-17/06/2016	N\$ 6 042.00		N\$ 3 460.00	
Amweelo VT	Labour Inspector	-Bachelor of Human Resources Management	-Enable & Assist the staff member to gain more knowledge & fulfil her work	Distance Study (NUST)	2016	N\$ 4 290.00			

Amadhila NI	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Arnold W	Senior Cleaner	-Senior Secondary Certificate (NSSC) -Behaviour & Attitude Management Programme	-To gain theoretical knowledge Drafting -Improve overall performance of staff member	Distance Study Workshop (NIPAM)	01/04-30/11/2016 8-12/08/2016	N\$ 5 313.00		N\$ 3 460.00	
Angula O	Arbitrator	-LLB	-The division requires staff member to have legal qualification	Distance Study (Open University of Tanzania)	2016	50% of N\$16 400.00			
Aibes FE	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Cloete M	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Edward RK	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	

Folisa D	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Gabriel SA	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Hamunyela ET	Case Management Clerk	-Bachelor of Law	-To have qualified staff member who can work efficiently	UNAM	2016-2017	N\$ 8 495.00			
Itana E	Administrative Officer	-Office filing & Record Management	-To equip the staff member to perform her duties as expected	Workshop PDC	18-22/07/2016	N\$ 17 500.00			
Hokai GD	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Hamukena LN	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Hamutele CA	Conciliation/ Arbitration	BBA in HRM		SBS	2013-2016	Determined every year			

Haingura H	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016			N\$ 3 460.00	
Kazimbu A	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00			
Kauzauana H	Labour Inspector	Master of Logistics & Supply Chain Management	Not linked to the Division but one can approach it from the NDP4 & Vision 2030 prospective	NUST	01/01/2016-31/12/2017	20% of N\$ 50 200.00 for first year			
Kambanza LS	Chief Accountant	M.SC in International Banking and Finance	-The staff member will gain insight on the finance & banking Industry & Strategies to improve finance practices	University of Salford Manchester, Swaziland	26/09/2016-31/07/2019	Determined every year			
Karunguru O	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Kayala NM	Control Labour Relation Officer	Master's Programme in Industrial & Employment Relations	-Empower the staff member to deal with industrial relations issues	ICT-ILO Turin Italy	2016/2017	N\$ 176 111.91			

Mukuve GK	Industrial Inspector	-SAMTRAC	-To facilitate the development, implementation of health & Safety	NOSA	30/05-10/06/2016	N\$ 7120.00			
Matsi J	Senior Labour Relations Officer	-Speech Writing Programme -International Labour Standards	-Enhance speech writing -Ensure implementation according to ILS of the ILO	PDC Oshakati -ILO-ITC Turin, Geneva	18-22/07/2016 Oshakati -19-27/05/2016	N\$ 72 160.00	N\$12 843.00	N\$ 3 565.00 N\$24 049.96	
Muhepa PM	Chief Labour Relations Officer	International Labour Standards	-Ensure implementation according to ILS of the ILO	-ILO-ITC Turin, Geneva	-19-27/05/2016	N\$ 72 160.00	N\$12 843.00	N\$24 049.96	
Lorenz AAL	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Libongani A	Control Labour Relation Officer	Master's Programme in Industrial & Employment Relations	-Empower the staff member to deal with industrial relations issues	ICT-ILO Turin Italy	2016/2017	N\$ 176 111.91			
Maletzky M	Psychological Counsellor	Master in Commerce Industrial Psychology	-Enhanced skills & capabilities to improve service delivery	University of Western Cape	2016/2017	N\$ 25 430.00			N\$ 4500.00
Muronga K	Administrative Officer	-Minute Taking & Report Writing	-Effectively & efficient Service delivery within the Division	PDC	13-24/06/2016	N\$ 15 200.00		N\$ 3 565.00	

Mayumbelo TK	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Mwinga M	Personal Assistance to PS	Master in Business Administration	–To have more knowledge on Business Administration	IUM	2016/2017	Determined every year			
Mule P	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Mwangala MN	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Makenda LS	Labourer	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	

Nghituwamata LS	Administrative Officer	-Minute taking & Report Writing	-Enhance her knowledge & capabilities in procuring right products of good qualities, while keeping all costs as low as possible	PDC Oshakati	18-22/07/2016	N\$12 000.00		N\$ 3460.00	
Parata RN	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Ndemongela H	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Nicholas N	Labour Inspector	Bachelor of Business Administration Honours	-Staff member will be able to identify problems & make recommendations which can bring changes to the Ministry	SBS Distance Study	2016	N\$ 7 470.00			
Nambonga V	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Ndaikile S	Labourer	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	

Muvi M	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Mushabati CC	Labourer	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	
Musilika MN	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00			
Mulunga TN	Accountant	-Post Graduate Diploma In Business Administration	-To have more knowledge on Financial Management	UNAM	2016/2017	N\$ 8 050.00			
Mahua D	Labourer	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$6 042.00		N\$ 3460.00	
Mutibi A	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3460.00	

Negumbo P	Labourer	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Nghishekwa I	Senior Industries Inspector	SAMTRAC	-To be equipped with skills to conduct OSH inspections	NOSA Walvis Bay	11-15/04/2016	N\$ 7120.00	N\$ 2 300.00	N\$ 4 950.00	
Nu-Ganab M	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Nepolo E	Systems Administrator	CCNA 100-101 Interconnecting CBCO Network Devices Part 1 (ICDI) V2.0	-Improve staff members network skills in network security, troubleshooting & managing	Master Grade IT	10-14/10/2016	N\$ 9 811.98	N\$ 4 305.00	N\$ 9 960.00	
Shailemo J	Employment Officer	PHD/DBA-HR	-Knowledge and skills development is vital to the division & to improve the divisions performance	Cavendish University Distance	2017	Determined every year			
Shitaa KL	Labour Inspector	LLB	-The division will be equipped with well educated & skilled workforce, which will enable them to execute their duties effectively	University of Free state	2016/2017	50% of N\$ 48 000.00			N\$ 16 000.00

Shiapanga O	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Shaalulange L	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Shaululu F	Senior Labour Inspector	Bachelor of Business Administration Honours	-Directorate to have more qualified personnel to do the work more efficient & effectively	UNAM Distance Study	2016/2017	50% of N\$ 16 280.00			
Strauss L	Private Secretary	Bachelor of Business Administration	-Equip the staff member with further skills such as business decision-making & communication etc	SBS	2016	50% of N\$ 16 270.00			
Swarts P	Labourer	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	

Shipa VV	Labour Inspector	LLB	-Increase knowledge & understanding of various Labour Laws, Statutes & general provisions of the Labour Realtions	UNISA	2016	N\$ 8 865			
Shimoshili S	Employment Officer	Bachelor Degree in Business Administration	–Equip the staff member with further skills such as business decision-making & communication etc	UNAM	2016	N\$ 11 420.00			
Sasele EL	Conciliator/ Arbitrator	LLB	-The division will be equipped with well educated & skilled workforce, which will enable them to execute their duties effectively	UNISA	2016	50% of N\$ 19 840.00			
Seibes F	Administrative Officer	Higher Certificate in Management & Public Sector Management	-Effective & efficient service delivery within the subdivision	SBS	2016/2017	50% of N\$ 5 510.00			
Silimbani KS	Administrative Officer	Diploma in Business Administration	-Enrich the staff members knowledge	Lingua International college	2016/2017	50% of N\$ 16 450.00			

Sheehama EN	Control Administrative Officer	Post Graduate Diploma in Business Management	-Benefit the staff member in executing financial aspects of the job & strategically plan & management of the sub-division	MANCOSA South Africa	2016	50 % N\$ 37 530.00			N\$ 6 425.00
Shikongo S	Labourer	-Behaviour & Attitude Management -Foundation Programme	- To improve individual performance through quality service delivery	Workshop (NIPAM) Workshop by NIPAM	8-12/08/2016 31/10/2016-04/11/2016	N\$ 6 042.00 N\$ 5000.00		N\$ 3 460.00	
Uugwanga S	Driver	Stress Management & Customer Care Skills Programme	—Increased performance, Stress tolerance & Customer Service	Workshop (NIPAM)	18-22/07/2016	N\$ 6 042.00			
Udigeng OM	Senior Industry Inspector	SAMTRAC	-To facilitate the development, implementation of health & Safety	NOSA Walvis Bay	11-15/04/2016	N\$ 7120.00	N\$ 2 300.00	N\$ 4 950.00	

Uuta SK	Private Secretary	-Minute taking & Report Writing	-Enhance her knowledge & capabilities in procuring right products of good	NIPAM	2017	N\$ 6 500.00			
Tjingoro A	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	
Van Wyk A	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00			
Van Zyl C	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00			
Van Wyk A	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	8-12/08/2016	N\$ 6 042.00		N\$ 3 460.00	

Ingavakula JK	Cleaner	-Behaviour & Attitude Management	- To improve individual performance through quality service delivery	Workshop (NIPAM)	15-19/08/2016	N\$ 6 042.00		N\$ 3 460.00	
		-Foundation Programme		Workshop by NIPAM	31/10/2016-04/11/2016	N\$ 5000.00			
Uutoni HN	Control Labour Relations Officer	-Research methodology training	Effective investigative and methodological skills	Workshop	-February 2017	To be determined			

Table 6: Ministerial Annual Training Plan

25 CHALLENGES

1. staff turnover hampers service delivery in some areas;
2. limited job opportunities to place jobseekers in the wider labour market;
3. lack of coordination among stakeholders in the implementation of the National Employment Policy;
4. lack of funds hamper the execution of many planned activities;
5. poor commitments by the stakeholders with regards to set appointments with Labour Inspectors;
and
6. slow/ delayed notification of accidents by some employers.

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