

CRYSTAL MATEMAN HUMAN RESOURCE MANAGER

BOX NO.	FILE REF.	DESCRIPTION	PERIOD	REMARK
Box 1	File 1	General Correspondence/CEO/ORR/HAUPT/ Witness Protection/ Other Portfolios/ Miscellaneous		
	File 2	Regional Correspondence - Gauteng		
	File 3	Regional Correspondence - Kwazulu-Natal		
	File 4	Regional Correspondence - Western Cape		
	File 5	Regional Correspondence - East London		
Box 2	File 1	Staffing and Personnel Job Descriptions		2 files
	File 2	Staffing and Personnel Staffing Plans and Structures		
	File 3	Staffing and Personnel Recruitment Correspondence		
	File 4	Staffing and Personnel Relocation		
	File 5	Staffing and Personnel Amnesty		
Box 3	File 6	Staffing and Personnel Placement Invoices		
	File 7	Staffing and Personnel Vacancies, Job Specs; Interpreters		
	File 8	Staffing and Personnel Investigations		
	File 9	Staffing and Personnel Advertising Invoices		
Box 4	File 1	Status Report, Progress, Weekly Reports, Strategic Plans		
	File 2	Status Report, Progress, Weekly Reports		
	File 3	Human Resources Management		
	File 4	Human Resources Committee Meetings		
	File 5	Contracts and Procedures, Employment Contracts		2 files
Box 5	File 1	Security Clearance Forms		
	File 2	Parliamentary Process Reporting		
	File 3	Security		
	File 4	Personnel Policies and Procedures		
	File 5	Direct Recruitment		
	File 6	Work Opportunities Post TRC		
Box 6	File 1	Winding Down Procedure		
	File 2	Staff Finances - Salaries		
	File 3	Formal Management Meetings, Reports to CEO for Commissioner Meetings		
	File 4	Formal Management Meetings, Portfolio Heads Meetings		
	File 5	Personnel Audit		
	File 6	Formal Management Meetings, Commission Advisories		