

INFORMATION REQUESTED BY SOUTH AFRICAN HISTORY ARCHIVE

NB: the Department of Higher Education and Training (DHET), came into existence with effect from 01 April 2010. You will recall that prior April 2010, we had the Department of Education (DOE). However, the DOE was split into two departments, leading to the establishment of the DHET separately from the Department of Basic Education. Therefore, the statistics, as per request, captures the period from 01 April 2010 until 31 March 2013.

- (i) Total number of vacant positions in your department (including level of positions) within the past 3 years. The total number of posts on the staff establishment up to date 1039
- (ii) The total number of position advertised within the past 3 years

POST	LEVEL	BRANCH CORPORATE NUMBER OF VACANT POSTS	BRANCH CORPORATE NUMBER OF FILLED POSTS	BRANCH SKILLS NUMBER OF VACANT POSTS	BRANCH SKILLS NUMBER OF FILLED POSTS	BRANCH VCET NUMBER OF VACANT POSTS	BRANCH VCET NUMBER OF FILLED POSTS	BRANCH UNIVERSITIES NUMBER OF VACANT POSTS	BRANCH UNIVERSITIES NUMBER OF FILLED POSTS	BRANCH CFO NUMBER OF VACANT POSTS	BRANCH CFO NUMBER OF FILLED POSTS	BRANCH HRD NUMBER OF VACANT POSTS	BRANCH HRD NUMBER OF FILLED POSTS
Director - General	16 (1) Post Filled												
Deputy Directors - General	15	0	1	1	0	0	1	1	0	0	1	0	1
Chief Directors	14	2	2	0	3	0	3	2	3	0	1	2	2
Directors	13	2	3	2	4	0	9	6	5	0	4	2	12

Principals of FET Colleges	13	0	0	0	0	10	6	0	0	0	0	0	0
Deputy Directors CES	11/12	3	0	9	13	5	28	21	18	1	8	5	10
Deputy Principals	11/12	0	0	0	0	14	1	0	1	0	0	0	0
Assistant Directors	9/10	1	0	15	53	11	22	8	7	1	12	5	12
DCEs	9/10	0	0	0	0	2	1	0	0	0	0	0	0
Senior Admin Officers and Senior Practitioners	8	6	4	15	12	5	23	0	1	2	10	0	1
Admin Officers and Practitioners, and Chief Clerks, PA's etc.	7	1	16	6	30	5	27	5	14	2	11	4	10

Senior Personnel Officer, Admin Clerk etc.	6	0	3	0	1	0	7	0	1	2	2	0	0
Senior Admin Clerks etc.	5	2	28	14	27	13	27	3	0	1	19	1	6
Admin Clerks & Senior Messenger etc.	4	0	18	8	11	0	9	0	0	0	2	0	0
Messenger, Cleaner, Trades man Aid, Grounds man etc.	3	0	21	2	78	0	3	0	0	0	0	0	0
Cleaner; Gardener; etc	2	0	7	0	6	0	0	0	0	0	0	0	0
TOTALS		17	99	72	238	65	172	46	51	9	70	19	54

TOTAL NUMBER OF VACANT POSITIONS FOR THE PAST 3 YEARS: 228

TOTAL NUMBER OF FILLED POSITIONS FOR THE PAST 3 YEARS: 684

ADDITIONAL TO THE STAFF ESTABLISHMENT: 86

TOTAL VACANT	TOTAL FILLED	TOTAL VACANT NOT ADVERTISED	TOTAL ESTABLISHMENT
228	684	40	1039

(iii) Total number of positions that were vacant but not advertised and reasons thereof within the past 3 years:

Response: Total Number 40 posts

Reasons: 1. Officials vacating the posts
2. Lack of insufficient funds to advertised the posts
3. None availability of suitably qualified candidates

(iv) Total number of positions filled after being advertised within the past 3 years:

Year	Year 2010-2011	Year 2011-2012	Year 2012-2013
Position advertised	92	84	147
Position filled	18	48	60
Additional to staff establishment	86		

(v) Budget allocated to each position within the past 3 years:

Personnel costs by salary bands, 1 April 2010 to 31 March 2011

Salary bands	Personnel expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	2 758	1.24	95
Skilled (Levels 3-5)	37 009	16.64	127
Highly skilled production (Levels 6-8)	43 047	19.36	242
Highly skilled supervision (Levels 9-12)	99 657	44.81	455
Senior Management (Levels 13-16)	39 921	17.95	726
Total	222 392	100.00	288

Personnel costs by salary bands, 1 April 2011 to 31 March 2012

Salary band	Personnel expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	5 141	0.25	395.468
Skilled (Levels 3-5)	43 461	0.76	132.101
Highly skilled production (Levels 6-8)	46 648	0.45	222.134
Highly skilled supervision (Levels 9-12)	108 370	0.23	444.138
Senior Management (Levels 13-16)	62 497	0.11	919.069
Total	266 117	0.32	308.006

Personnel costs by salary bands, 1 April 2012 to 31 March 2013

Salary band	Personnel expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	909	0.33	64.929
Skilled (Levels 3-5)	41 206	14.78	126 399
Highly skilled production (Levels 6-8)	55 448	19.89	252 036
Highly skilled supervision (Levels 9-12)	119 675	42.94	520 326
Senior Management (Levels 13-16)	61 474	22.06	917 522
Total	278 712	100.00	325 218

(vi) **Human resource policy indicating procedure on filling vacant posts**

The department's Recruitment and Selection Policy is herein attached for ease of reference.

(vii) **Human resource policy indicating time frames to filling position**

See Department's Recruitment and Selection Policy attached.

(viii) **Human resource policy indicating criteria and selection process**

See Department's Recruitment and Selection Policy attached.