

2012/2013

HR OVERSIGHT - APRIL 2012 to MARCH 2013 - Home Affairs

TABLE 3.1 - Employment and Vacancies by Programme at end of period

Programme	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Programme 1: Administration, Permanent	1013	922	9	1
Programme 2: Citizen affairs, Permanent	8242	7426	9.9	1
Programme 3: Immigration affairs, Permanent	1000	850	15	0
TOTAL	10255	9198	10.3	2

TABLE 3.2 - Employment and Vacancies by Salary Band at end of period

Salary Band	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Lower skilled (Levels 1-2), Permanent	0	0	0	0
Skilled (Levels 3-5), Permanent	688	598	13.1	0
Highly skilled production (Levels 6-8), Permanent	8538	7754	9.2	0
Highly skilled supervision (Levels 9-12), Permanent	819	672	17.9	0
Senior management (Levels 13-16), Permanent	180	144	20	0
Contract (All Levels)	30	30	0	2
TOTAL	10255	9198	10.3	2

TABLE 3.3 - Employment and Vacancies by Critical Occupation at end of period

Critical Occupations	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Information technology related, Permanent	31	28	9.7	0
Other information technology personnel., Permanent	70	61	12.9	0
Regulatory inspectors, Permanent	2052	1575	23.2	0
TOTAL	2153	1664	22.7	0

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TABLE 5.1 - Annual Turnover Rates by Salary Band

Salary Band	Employment at Beginning of Period (April 2012)	Appointments	Terminations	Turnover Rate
Skilled (Levels 3-5), Permanent	729	72	68	9.3
Highly skilled production (Levels 6-8), Permanent	7603	287	249	3.3
Highly skilled supervision (Levels 9-12), Permanent	606	88	33	5.4
Senior management (Levels 13-16), Permanent	125	21	9	7.2
Contract (All Levels)	28	35	32	114.3
TOTAL	9091	503	391	4.3

TABLE 5.2 - Annual Turnover Rates by Critical Occupation

Occupation	Employment at Beginning of Period (April 2012)	Appointments	Terminations	Turnover Rate
Administrative related	78	8	5	6.4
Building and other property caretakers	39	1	2	5.1
Bus and heavy vehicle drivers	108	0	2	1.9
Cashiers, tellers and related clerks	166	8	5	3
Cleaners in offices workshops hospitals etc.	303	50	16	5.3
Client information clerks	19	0	0	0
Finance and economics related	3	3	0	0
Financial and related professionals	60	8	8	13.3
Financial clerks and credit controllers	45	0	4	8.9
General Legal Administration	1	0	0	0
Head of department/chief executive officer	1	0	0	0
Human resources & organisat developm & relate prof	93	15	7	7.5
Human resources related	7	10	0	0
Human resources clerks	75	7	6	8
Identification Experts	285	5	8	2.8
Information technology related	28	6	2	7.1
Language Practitioners	15	3	1	6.7
Legal related	14	4	0	0
Library mail and related clerks	53	11	1	1.9

Light vehicle drivers	29	1	1	3.4
Logistical support personnel	21	1	1	4.8
Material-recording and transport clerks	2	0	0	0
Messengers porters and deliverers	13	0	0	0
Other administrat & related clerks and organisers	4356	236	173	4
Other administrative policy and related officers	903	37	48	5.3
Other information technology personnel	58	5	3	5.2
Other Occupations	0	0	0	0
Regulatory Inspectors	1857	10	71	3.8
Secretaries & other keyboard operating clerks	90	21	3	3.3
Security guards	79	0	4	5.1
Security officers	159	29	7	4.4
Senior managers	130	24	13	10
Trade Labourers	1	0	0	0
TOTAL	9091	503	391	4.3

TABLE 5.3 - Reasons why staff are leaving the department

Termination Type	Number	Percentage of Total Resignations	Percentage of Total Employment	Total	Total Employment
Death	47	12.02	0.51	391	9198
Resignation	87	22.25	0.95	391	9198
Expiry of contract	32	8.18	0.35	391	9198
Transfers	53	13.55	0.58	391	9198
Discharged due to ill health	3	0.77	0.03	391	9198
Dismissal-misconduct	97	24.81	1.05	391	9198
Retirement	72	18.41	0.78	391	9198
TOTAL	391	100.00	4.3	391	9198

Resignations as % of Employment 4.3%

TABLE 5.4 - Granting of Employee Initiated Severance Packages

Category	No of applications received	No of applications referred to the MPSA	No of applications supported by MPSA	No of Packages approved by department
Lower Skilled (Salary Level 1-2)	0	0	0	0

Skilled (Salary Level 3-5)	0	0	0	0
Highly Skilled Production (Salary Level 6-8)	0	0	0	0
Highly Skilled Production (Salary Level 9-12)	0	0	0	0
Senior Management (Salary Level 13 and higher)	0	0	0	0
Total	0	0	0	0



TABLE 5.5 - Promotions by Critical Occupation

Occupation	Employment at Beginning of Period (April 2012)	Promotions to another Salary Level	Salary Level Promotions as a % of Employment	Progressions to another Notch within Salary Level	Notch progressions as a % of Employment
Information technology related, Permanent	28	5	17.9	12	42.86
Other information technology personnel., Permanent	58	6	10.3	45	77.59
Regulatory Inspectors, Permanent	1857	24	1.3	1110	59.77
TOTAL	1943	35	1.8	1167	60.06

TABLE 5.6 - Promotions by Salary Band

Salary Band	Employment at Beginning of Period (April 2012)	Promotions to another Salary Level	Salary Level Promotions as a % of Employment	Progressions to another Notch within Salary Level	Notch progressions as a % of Employment
Skilled (Levels 3-5), Permanent	729	1	0.14	620	85.05
Highly skilled production (Levels 6-8), Permanent	7603	246	3.24	5515	72.54
Highly skilled supervision (Levels 9-12), Permanent	606	130	21.45	408	67.33
Senior management (Levels 13-16), Permanent	125	15	12.00	4	3.20
Contract (All Levels)	28	0	0.00	0	0.00
TOTAL	9091	392	4.31	6547	72.02

