

Update: Departmental Bargaining Chamber -19 November 2021

NMOG

Workstreams were instructed to complete their “close-out” reports for consolidation. It was reported that renovations of Sechaba Building office space and relocation have been finalised. Wi-Fi access points and network switches were received. These are to be configured, tested, and installed. SITA is procuring phones. Advertisement for branding closed on 26 November 2021.

Removal of furniture and documentation

It was noted that finalisation by Supply Chain Management (SCM) for the assembling of furniture and office space for the third and fourth floors in Sechaba Building, was earmarked for 19 November 2021 and the second, fifth and sixth floors for 29 November 2021. The schedule for physical movement was therefore extended to 30 November 2021. Members should note that boxes of records to be dispatched to Old Library Building (OLB), for sorting and disposal by Finance Team is scheduled for 26 November 2021.

Parking

The PSA and other parties raised concerns regarding the way parking was allocated as there was deviation from agreed criteria. The employer responded that the exercise was completed, according to the two lists from both defunct Departments as per the criteria. Labour is to submit concerns to the Committee. The employer also reported that the Poyntons Building parking will be intensified with additional security after reported incidences of mugging.

Provision: Tools of trade

Desktops and laptops: It was reported that laptops were distributed to new employees and old tools replaced. Additional, 20 are to be secured for future needs.

Cellphones: Approval for a new Vodacom contract has been granted. The employer reported that the cellphone upgrading and data cards will be finalised or before 30 November 2021.

Connectivity: Film Archives and Old Library Building: It was reported that poor performance of Vodacom in this regard led to the ICT Unit terminating the contract. SITA is installing new data lines in both buildings. Members are still expected to continue using the allocated 3Gs for connectivity while the ICT

Unit is accelerating the process with SITA.

Review and design: Organisational structure

The reviewing and designing process was approved by the Minister, in concurrence with the Ministers of Public Service and Administration and National Treasury. Terms of reference for tender drafted and finalised by the Bid Specification Committee (BSC), thereafter signed-off by the Accounting Officer. The Bid Evaluation Committee (BEC) has completed the evaluation of 23 received tender applications. Recommendations were submitted to the Bid Adjudication Committee (BAC) for finalisation and appointment of service provider.

Filling: Vacant and funded posts

As of August 2021, 11 posts were advertised with various closing dates, ranging from 26 August 2021, as well as 1 and 15 September 2021. Two posts were filled and nine are in the process of being filled. During September 2021, five posts were advertised, four of which had a closing date of 7 October 2021 and one on 28 October 2021. These will be finalised soon.

Occupational health and safety

The vacant, funded post of Assistant Director was re-advertised after negative screening results of the successful candidate. The closing date was 20 October 2021. Shortlisting was held on 24 November 2021. The PSA is of the view that the second-best candidate is to be considered. This Unit is the cornerstone for monitoring and ensuring safety and health of staff.

Performance Management Developments System (PMDS)

As of 31 October 2021, mid-year performance assessments submitted from Program 1 to 4 were 332. There were 20 that were submitted after the due date and 95 are still outstanding. Regarding the 2020/21-performance assessments of salary level 1 to 12, four moderations are still work in progress, four moderations were held on 22 November 2021. Four disputes have been lodged. The employer anticipates finalising this process on or before 30 November 2021. According to the employer, failure to submit will result steps being aken against the defaulting employee, if no valid reason exists. Expected submission is for 2020/21-performance assessments and 2021/22-performance agreements.

Workplace Skills Plan and Employment Equity

The scheduled meeting of the Employment Equity and Skills Development Committee, which was to be held on 16 November 2021, was postponed owing to poor attendance. The meeting will be re-convened on 7 December 2021. Bursary applications for the 2022-study year and reports will be dealt with. The employer indicated that reports on Employment Equity for the second quarter of 2021/22 were submitted to the Department of Employment and Labour. Compulsory training through the National School of Government has been concluded. The quarterly skill development report has also been submitted to the Public Service Sector Education and Training Authority.

Job evaluations

The employer has retrieved all information from 2006 concerning the upgrading of two Language Practitioner posts from salary level 6 to salary level 8. The employer is also in possession of correspondence submitted to the Department of Public Service and Administration in 2017. Furthermore, documentation, guidelines as well as resolutions for benchmarking of lower-level positions were secured

from archives and engagements will ensue shortly.

Remunerative work outside Public Service

The employer made an undertaking that an awareness campaign will be conducted to ensure compliance by all staff.

Departmental Policies

Parties to the Chamber ratified and confirmed inclusion of all inputs as submitted to the Policy Task Team. The employer proposed to have these policies edited by the Language Directorate. Thereafter, these will be circulated by the Secretariat. The following policies are ready for adoption:

- Performance Management and Development System
- Hospitalisation and Bereavement
- Official Working Hours

The PSA encourages members and their family to consider taking COVID-19 vaccination to afford a safety festive season. The PSA wishes members affected a speedy recovery.

GENERAL MANAGER