



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

GENDER POLICY


Physical Address	Tyamzashe Building Phalo Avenue Bhisho 5605
Postal Address	Department of Cooperative Governance & Traditional Affairs Private Bag X 0035 BHISHO 5605
Document Name	Gender Policy
Contact Person	Ms N. Nkonya
Telephone No.	040 940 7420
Email Address	Nolubabalo.nkonya@eccogta.gov.za
Date Completed	
Date of Approval	
Date Last Amended	11 June 2014
Date of next Review	July 2025
Related Policies	Recruitment & Selection Policy; SCM Policies; Career Path Development Policy; Training and Development Policy; Sexual Harassment; Ethics and Integrity Management Policy; Guidelines on the involvement of Traditional Leaders in rural/community development programs

SIGN OFF

1. Head of Department

This Gender Policy has been recommended by Mr. Andile Fani in my capacity as Head of Department of the Department of Cooperative Governance and Traditional Affairs. The Gender Policy demonstrate the Department's commitment to gender and women empowerment in the execution and realisation of its mandate in supporting municipalities and improving its internal capacity to deal with gender and women's economic empowerment activities and programmes

I am satisfied and concur with the content of this policy. The development of the Gender Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision-making in the department

Signed	
Designation	Head of Department
Date	12/10/2022

2. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the livelihoods of the people by effectively rendering the many services that it is expected to provide. We have envisaged a department that has the required capacity to respond adequately to challenges of its people. The Constitution of the Republic of South Africa, Act 108 of 1996, Chapter 2: Section 9 emphasises equality of mankind. It prohibits unfair discrimination against anyone on the basis of race, gender and sex.

In the Bill of Rights, emphasis is placed on the corrective measures to be taken to promote the achievement of equality. Chapter 7 of the Constitution mandates the Department of Cooperative Governance and Traditional Affairs to promote social and economic development of communities and community participation in matters of Local Government. The Constitution provides specifically for gender equality, affirmative action, freedom and security of the person and socio-economic rights. This lay the basis to address discrimination based on gender.

The primary objective of the Gender Policy is to move from policy to practice, through a set of commitments to Gender policy provisions and targets in the realisation of the Department's mandate in supporting municipalities, traditional leadership institutions and improving its internal capacity to deal with gender issues.

This Gender Policy is premised on the view that gender equality cannot be attained without women's participation in all spheres of life as well as the empowerment, in particular, of the most deprived women.


Signed	
Designation	Member of the Executive Council Department of Cooperative Governance and Traditional Affairs
Date	19/10/2022.

TABLE OF CONTENTS

CONTENT

PAGE NO

I Head of Department	3
II Executive Authority	4
1.Preamble	6
2.Purpose of the Policy	6
3. Objectives of the Policy	7
4.Policy Statement	7
5. Definitions	7
6. Application and Scope	9
7. Legislative Framework	9
8. Alignment and harmonisation of Internal Policies with the Gender Policy	10
9. Guiding Principles	10
10. Policy Interventions and Strategies	12
11. Monitoring and Evaluation	14
12. Communication of the Policy	14
13. Approval of the Policy	14
14. Dispute Resolution Mechanism	15
15. Review of the Policy	15

1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs (COGTA) commit itself in an effort to achieve equality through removing obstacles that promote inequality. The department seeks to implement all practices to integrate gender development processes, systems and programmes.

The Department further demonstrate its commitment to achieve gender equality by means of:

- 1.1 enhancing the integration of gender considerations into the department, traditional institutions and municipality policies and programmes
- 1.2 supporting municipalities to promote gender equality.
- 1.3 increasing awareness of gender issues in all spheres of life.

2.PURPOSE

2.1 The Gender policy aims to promote equality of all opportunities between women and men so that employment and career development efforts have an equal impact on all gender within the Department, municipalities, and the institution of traditional leadership. It also seeks:

- 2.1.1 To ensure proper integration of gender issues in planning frameworks (i.e., departmental strategic planning processes, integrated development planning, district development model (DDM) etc.).
- 2.1.2 To mainstream gender into departmental policies and programmes,
- 2.1.3 To strive for removal of physical, attitudinal, social, economic, and psychological barriers that hinder gender mainstreaming.
- 2.1.4 To establish an institutional framework for advancement of the status of all gender in the department.
- 2.1.5 To implement responsive programmes to curb gender-based violence and femicide.
- 2.1.6 To create a workplace free from gender oppression and all forms of inequality

3. OBJECTIVES OF THE POLICY

3.1 To address the gender inequalities and eliminate barriers that hinder participation in the workplace,

3.2 To establish Gender Management Systems to enhance stronger institutional accountability to gender equality compliance.

4. POLICY STATEMENT

4.1 Within the next three years, the department will take all necessary steps to correct gender inequalities by implementing gender targets which requires 50% of women in SMS; establish Gender Management System; develop gender responsive programs and practice Gender Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing to create a barrier free workplace.

5. DEFINITIONS

5.1 Terms and definitions include any keywords; technical terms, abbreviations that may be used in this document.

Terminology and Acronyms	Definitions with examples if required
Democracy	A political system that allows the citizens to participate in political decision making, or elect representatives to government bodies
District Development Model (DDM)	Process by which joint and collaborative planning is undertaken at local, district and metropolitan by all three spheres of governance resulting in a single strategically focussed One Plan for each of district and metropolitan municipalities.
Femicide	The intentional killing of women or girls, in particular by men on account of her gender/ because they are females

Gender	Refers to the socially constructed roles, behaviours, activities, and attributes that a given society considers appropriate for men and women
Gender Based Violence	General term used to capture violence that occurs as a result of the normative role expectations associated with gender, associated with the sex assigned to person at birth, as well as the unequal power relations between the genders within the context of specific society. GBV includes physical, sexual, verbal, emotional and psychological abuse or threats.
Gender disaggregated data	Refers to statistical information that breaks down the base information for the activity under analysis by providing numbers of women, LGBTQIA+ and men
Gender Mainstreaming	Refers to the strategy of making the concerns of gender a fundamental part of the design, implementation, monitoring and evaluation of policies and programmes in all spheres so that all genders benefit equally
Gender Management System	Is a network of structures, mechanisms and processes put in place within an existing organisational framework to guide; plan, monitor and evaluate the processes of mainstreaming gender into all areas of the organisations work in order to achieve greater gender equality and equity within the context of sustainable development.
Gender Responsive Budget	A statement of the financial position of the department or a detailed schedule of planned financial activity for a definite or specified period of time (fiscal year) based on estimates of expenditures and proposal of financing them

LGBTQI	Lesbians, Gays, Bisexual, Transgender, Queer, Intersexual,
Sexual Harassment	refers to unwelcome sexual attention, explicit or implicit behaviour, suggestion, messages or remark of a sexual nature,

6. APPLICATION AND SCOPE

6.1 This policy applies to all employees of the Department.

7. LEGISLATIVE FRAMEWORK

7.1 This policy takes cognisance of the provisions of National, Sub-Regional, Regional and UN instruments, which promote gender equality. Such instruments include, but not limited to:

- i) Constitution of the Republic of South Africa (Act 108 of 1996), as amended
- ii) The Beijing Declaration and Platform for Action
- iii) Convention on the Elimination of all forms of Discriminations Against Women (CEDAW) & II. The International Labour Organization Conventions and Recommendations as they relate to matters of equality and Women in the Workplace
- iv) Domestic Violence Act and the Maintenance Act (1998)
- v) Employment Equity Act (1998)
- vi) Framework on Gender-Responsive Planning, Budgeting, Monitoring, Evaluation and Auditing
- vii) Gender Equality Strategic Framework for Public Service 2000
- viii) Labour Relations Act 66, of 1995
- ix) National Strategic Plan on Gender Based Violence and Femicide
- x) Promotion of Administrative Justice Act, 3 of 2000
- xi) Promotion of Equality and Prevention of Unfair Discrimination Act
- xii) Protection of Personal Information Act No.4 of 2013
- xiii) SADC Declaration on Gender and Development and its Addendum on the Elimination of Violence Against Women and Children of (1997)
- xiv) Skills Development Act (1998)

xv) South African's Policy Framework for Women's Empowerment and Gender Equality

8. ALIGNMENT AND HARMONISATION OF INTERNAL POLICIES WITH THE GENDER POLICY

This Gender Policy of the Department is aligned to Gender Equality Strategic Framework for Public Service 2000

If any conflict, relating to the matters dealt with in the Gender Policy, arises between this policy and the provisions of any other internal policies, the provisions of this Gender Policy shall prevail.

9. GUIDING PRINCIPLES

9.1 The principles and broad guidelines articulated and proposed in this document are drawn directly from the integration of gender considerations in the transformation of the department by ensuring that:

9.1.1 non-sexism and non-racism as enshrined in the Constitution of South Africa, Act 108 of 1996 are promoted;

9.1.2 equality for all persons is protected and

9.1.3 women's rights be promoted;

- a) **Focus on all levels of employment:** the department shall maximise its performance and fulfil demands that spread across a wide spectrum of complexity levels. In this respect there must be focus on each level: senior and executive management, middle managers, operational and technical staff as well as staff at the lowest level of the occupational ladder. Each employee has a role to play to enhance their performance and service delivery in their respective directorate, and each has the right to opportunities and developments
- b) **Responding to the needs of designated groups:** the department shall respond to needs of designated groups, in particular persons with disabilities and women. Stereotyping, ill-conceived perceptions and negative attitudes become barriers to the advancement and development of designated groups. The department must

endeavour to address inequalities in respect of race, gender and background, promote equal opportunities and create a culture that embraces diversity

- c) **Equality and non-discrimination:** the department upholds, promotes and disseminates the value and practices underlying the fight against discrimination, including through the use of awareness-raising campaigns and diversity management interventions. Principle of equality and non-discrimination are the cornerstones of democracy upon which our constitution is based. Any form of discrimination based on sex; race; ethnicity; language; religion or belief, disability and sexual orientation contravenes such constitutional imperatives.
- d) **Healthy integration and embracing change:** the department shall facilitate a successful healthy integration among employees, culture of the department needs to be built on honest feedback and should be supported by a system where change is embraced at all levels. Such an approach needs to be supported by means of open and transparent performance and feedback within the context of non-discrimination
- e) **Addressing diversity of needs:** In order to improve the department's overall effectiveness of diversity management, the department must recognise and acknowledge the different needs of all employees. This shall be done thorough understanding environment pressures that impact on the life of the organisation.
- f) **Human dignity, autonomy, development, and empowerment:** The implication of human dignity is that every employee should be acknowledged as an inherently valuable member of the department who brings a unique contribution to the workplace. There is a need to provide space for mutual respect and esteem in order for every individual to be empowered and for them to grow within the department
- g) **Barrier-free Public Service:** the department shall maintain an inclusive, barrier free work environment that is accessible to all. Respect for individual's privacy and confidentiality should be maintained at all times to all genders. Planning must incorporate all gender perspective for equal access to opportunities.
- h) **Affirmative action:** Plans and positive measures targeting all genders must be developed, implemented and accelerated where necessary;
- i) **Gender mainstreaming:** Serious attention be placed on changing policies and practices which hinder all gender access to basic needs, the economy, decision-making, entry to employment opportunities; leadership and management development.

10. POLICY INTERVENTIONS AND STRATEGIES

10.1 The Department of Cooperative Governance and Traditional Affairs shall support municipalities to ensure the creation of an enabling environment within municipalities and provision of services that are gender sensitive and meet the specific gender needs. Programs and Projects shall include:

10.1.1 Ensure that the Integrated Development Plans of municipalities reflect the needs and aspirations of a gender equal society as well as clearly articulate women's specific issues.

10.1.2 Facilitate the development and/ or realignment of all municipalities services, policies and programs to meet the specific gender needs.

10.1.3 Facilitate a creation of an environment that is gender non-discriminatory with regards to the accessing of resources, programs and information.

10.1.4 Facilitate the development of criteria and procedures that allows for the fair distribution or allocation of resources and services and prevents unfair discrimination in the department.

10.1.5 Develop gender responsive and sensitive policies and programmes

10.2 The department shall increase the skills, knowledge and awareness of the departmental officials to ensure their ability to transform culture and practices. This shall include:

10.2.1 Facilitate the development of skills to ensure that all units within the department shall adopt a holistic and integrated, multi-sectoral approach to the planning and implementation of programs and project

10.3 The Department shall develop and promote a cohesive and effective network of structures, organizations and groups in order to promote gender equality and the empowerment of women. This shall be done by:

10.3.1 Co-ordination of the planning and implementation of programs and projects to address issues that face women so that their practical and strategic gender needs are met.

10.3.2 Support and promote programs, projects and campaigns that are aimed at empowering women and promoting gender equality.

10.3.3 Actively advocate and lobby issues that directly and/or indirectly affect the status and position of all genders.

10.4 The Department shall support municipalities to ensure the delivery of capacity building, awareness, and training programmes within civil society. This shall include:

10.4.1 Facilitate the implementation of training programs that aim to change perceptions, attitudes and behaviours so that status of women can be improved, and that gender equality can be promoted.

10.4.2 Facilitate the building of capacity of women and women's organizations to actively participate in and influence the administrative and political decision-making processes within communities and municipalities with a particular focus on ward committees.

10.4.3 Facilitate platforms that will increase the dialogue and profile of gender issues so that practical solutions and best practices will emerge to guide the planning and implementation of plans and programmes.

10.5. The Department shall promote internal collaboration and coordination of mainstream SPU shall develop strategies to impact on the internal human resource policies to ensure empowerment of female employees and promotion of gender equality within the department. This shall be done as follows:

10.5.1 Audit and critically assess current HR policies, procedures, and practices to ensure that they are gender sensitive, fair and non-discriminatory.

10.5.2 Facilitate an amendment and/or adoption of new human resources policies and procedures that must fast track the transformation of the department towards achieving gender equality.

10.5.3 Develop and implement specific and targeted interventions or programmes that aim to improve the condition and status of current and future all gender workers and promote gender equality in the workplace

10.6 The Department of Cooperative Governance and Traditional Affairs SPU Unit shall support municipalities to conduct and utilise gender research to inform the design and delivery of services and strategies. This shall be done by:

10.6.1 Facilitating the conducting of research and social impact assessments to ensure that statistics, strategies and policies remain relevant and updated.

10.6.2 Support and/or enter into partnerships with relevant learning and research institutions to undertake research that will promote the aims and objectives of this policy.

10.6.3 Advocate that the findings and recommendations derived from research projects are considered and implemented within the municipalities and the department.

11. MONITORING, REPORTING AND EVALUATION

11.1 All directorates shall submit quarterly reports to Special Programmes Unit to monitor the implementation of this policy

11.2 The monitoring and evaluation process shall be linked to operational and strategic plans of Special Programmes Unit within the Department. The SPU shall use this policy to formulate gender objectives and indicators that shall be monitored and evaluated in line with procedures and practice already in place within the Department.

11.3. Gender specific indicator(s) shall be developed by SPU unit and must be monitored on a quarterly basis. This may inform equity compliance and reporting requirements.

12. COMMUNICATION OF THE POLICY

12.1 The Gender Policy shall be advocated by means of workshops and circulars to all employees of the Department, Traditional Leadership Institutions and municipalities.

13. APPROVAL OF THE POLICY

13.1 The policy shall be approved by the Member of the Executive Council on the recommendation of the Head of Department as per the updated Departmental Delegations and the policy will become official on the date it is signed by the Executing Authority (i.e. the MEC for Cooperative Governance and Traditional Affairs

14 DISPUTE RESOLUTION MECHANISM

14.1 In the event of disputes arising out of this policy, such disputes shall be dealt with in terms of the grievance procedure and labour legislation applicable in the Public Service

15 REVIEW OF THE POLICY

15.1 This policy shall be reviewed every three years from the date of approval and when there are material changes in the enabling legislations.



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

SERVING OUR COMMUNITIES BETTER

B2B
BACK TO BASICS
SERVING OUR COMMUNITIES BETTER