



EE ANALYSIS (SECTION 19)

PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS									
PURPOSE OF THIS FORM This form (EEA12) is used to conduct the Analysis. Designated employers are expected to complete this template in order to comply with Section 19. Section 19(1) of the EEA requires a designated employer to conduct an analysis as prescribed, of its employment policies, practices, procedures and the working environment in order to identify employment barriers which adversely affect people from designated groups. Section 19(2) indicates that the analysis must include a profile to determine the under-representation of people from the designated groups in the various occupational levels in the workforce.	Trade name	COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS								
	DTI registration name	N/A								
	DTI registration number									
	PAYE/SARS number	7740726460								
	UIF reference number									
	EE reference number	N/A								
	National or Provincial EAP	Provincial EAP								
	Industry/Sector	Public Administration and Defense, Compulsory Social Security								
	Seta classification									
	Bargaining Council									
	Telephone number	040 940 7194								
	Postal address	Private Bag X 0035								
		BISHO								
	Postal code	5605								
	City/Town	BHISHO								
	Province	EASTERN CAPE								
	Physical address	Tyamzashe Building								
		Phalo Avenue								
	Postal code	5605								
	City/Town	BHISHO								
	Province	Eastern cape								
	Details of CEO/Accounting Officer									
	Name and surname	VUYO MLOKOTHI								
	Telephone number	0729039833								
	Email address	vuyo.mlokothei@eccogta.gov.za								
	Details of Employment Equity Senior Manager									
Name and Surname	THEMBI NCUME									
Telephone number	079 525 5535									
Email address	Thembi.ncume@eccogta.gov.za									
Business type (Please mark with an X)										
☐ Private Sector ☐ National Government ☐ Local Government ☐ Non-profit Organisation	☐ State Owned Enterprise ☒ Provincial Government ☐ Educational Institution									
Information about the organization (Please mark with an X)										
Is your organisation an organ of State or designated in terms of a collective agreement?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td></td> <td>X</td> </tr> </table>		YES	NO		X				
YES	NO									
	X									
Number of employees in your organisation. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply	<table border="1"> <tr> <th>EMPLOYEE S</th> <th>x</th> </tr> <tr> <td>1 to 49</td> <td></td> </tr> <tr> <td>50 to 149</td> <td></td> </tr> <tr> <td>150 or more</td> <td>X</td> </tr> </table>		EMPLOYEE S	x	1 to 49		50 to 149		150 or more	X
EMPLOYEE S	x									
1 to 49										
50 to 149										
150 or more	X									

	with Chapter 3 of the EEA)					
	Is your organisation part of a group / holding company?	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td></td> <td>X</td> </tr> </table>	YES	NO		X
YES	NO					
	X					
	If yes, please provide the name.	_____				
	Date on which this EE Analysis was finalised.	<u>21 August</u> <u>2025</u>				

IMPORTANT INFORMATION	
a. A designated employer must comply to Sections 16 and 17 of the Employment Equity Act, as amended, by consulting with employees when conducting an Analysis, preparing an EE Plan and reporting annually to the Department of Employment and Labour. b. The purpose of the analysis is to determine the extent of under-representation of employees, i.e. both permanent and temporary employees, from the designated groups in the different occupational levels of the employer's workforce in terms of race, gender and disability; to assess all employment policies, procedures and practices, and the working environment in order to – (i) Identify any barriers that may contribute to the under-representation of employees from the designated groups; (ii) Identify any barriers or factors that may contribute to the lack of Affirmation of diversity in the workplace; (iii) Identify other employment conditions that may adversely affect designated groups; and (iv) Identify practices or factors that positively promote employment equity and diversity in the workplace, including reasonable accommodation. c. Section 19(1) of the Employment Equity Act requires a designated employer to conduct an analysis of its employment policies, practices, procedures and the working environment in order to identify employment barriers, which adversely affect people from the designated groups. The review should include a critical examination of all established policies, practices, procedures and the working environment to identify barriers that directly or indirectly impede one or more of the designated groups' equitable representation in the workplace, including those relating to - (i) Recruitment, selection, pre-employment testing and induction, promotion, development and retention that could be biased, inappropriate or un-affirming. (ii) Succession and experience planning, promotions and transfers to establish whether designated groups are excluded or adversely affected. (iii) Job assignments and training opportunities to establish if designated groups are enabled to participate and contribute meaningfully. (iv) Performance and remuneration, including equal pay for work of equal value. (v) Discipline and dispute resolution policies and practices that may not be justified and have a disproportionate adverse effect on the designated groups. (vi) Working conditions that may not cater for cultural, religious and other diversity differences. (vii) Working conditions that may not reasonably accommodate all designated employees, including for employees with disabilities. (viii) Corporate culture. (ix) Any other policy, procedure or practice that may arise from the consultation process.	

IMPORTANT INFORMATION

- d. Section 19(2) of the EEA requires a designated employer to conduct a workforce profile analysis to determine the degree of under-representation of the various population groups in the different occupational levels, particularly the designated groups (Blacks, women and employees with disabilities). The first step in conducting an analysis of the workforce profile is to differentiate between employees of the various groups, both in terms of the designated (i.e., Blacks, women and employees with disabilities) and non-designated groups by using the EEA1 form, contained in the regulations, for employees to declare their status.
- (i) Where there is doubt in the self-identification process of an employee, existing and/or historical information may be used to assist to verify an employee's status.
 - (ii) An analysis of the workforce profile should provide a comparison of designated groups using up-to-date demographic data in terms of their Economically Active Population (EAP) and their representation at the various occupational levels. The EAP is contained in the latest published Commission for Employment Equity (CEE) Annual Report and the description of the various occupational levels is contained in the EEA9 form of the regulations.
 - (iii) Designated employers operating in more than one province must consider the nature and geographical area of their operations and elect to adopt either-
 - (a) the national EAP;
 - (b) the provincial EAP for each of the provinces in which they operate;
 - (c) the provincial EAP of the province where the largest part of their operations is conducted.
 - (iv) Designated employers using the national EAP, or the EAP of a province in which the major part of its operations are, must nevertheless have regard to variations between the EAPs of different provinces when setting targets to achieve equitable representation of employees from designated groups in all occupational levels.
 - (v) Designated employer must use the EAP that they have chosen for conducting an analysis, preparing an EE plan and reporting to the Department and must utilise it for the entire duration of the EE Plan in line with the relevant 5-year sector targets.
 - (vi) The analysis of the workforce profile must be based on a snapshot of the employee distribution in the various occupational levels on a particular date in terms of race, gender and disability, and per occupational level on that date.
 - (vii) The analysis must capture the under-representation or over-representation of a particular group, whether designated or non-designated, and be used to identify and prioritize strategies in the EE plan, in order to address such under-representation.
 - (viii) A designated employer must conduct an Analysis for the purpose of addressing the 5-year sector specific targets set in terms of Section 15A of the Employment Equity Act as amended.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.

1. ANALYSIS OF THE EMPLOYMENT POLICIES, PRACTICES, PROCEDURES AND THE WORKING ENVIRONMENT

1.1. BARRIERS AND AFFIRMATIVE ACTION MEASURES (*policies, procedures and/or practice*)

In order to conduct an analysis of policies, procedures and/or practice, barriers are identified and proposed affirmative action measures established to respond to such barriers. Please note that the information below serves as a baseline to inform the 'Barriers and Affirmative Action measures (non-numerical goals) in the Employment Equity Plan (EE Plan).

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE	(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
Recruitment			✓	Non-adherence to Employment Equity targets especially to SMS positions	All recruitment memoranda as a rule will have a section on reporting on consideration of EE targets by the panel. To issue a circular to enforce compliance with the set employment equity targets. Consideration of appointments of employees from all designated groups. Panel members must consider appointment of designated groups. All line managers to be furnished with EE targets during the drafting of job profiles/specification for advertisement and during selection & interviews. To Implement Consequence Management for non-implementation of Employment Equity Plan.
Advertising positions				No identified barrier	None
Selection criteria				No identified barrier	None

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE	(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
Appointments				Appointments not in line with the EE Targets	Enforce implementation of the EE Targets.
Job classification and grading				No identified barrier	None

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE	(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
Remuneration and benefits				No identified barrier	None
Terms & conditions of employment				No identified barrier	None
Work environment and facilities	✓	✓	✓	Departments buildings do not accommodate the needs of people with disabilities.	The department must comply with reasonable accommodation requirements and solicit assistance from the Department of Public Works on areas that fall under its competence. Make provisioning for reasonable accommodation to meet the needs of employees from designated groups by: - Talking elevators - Parking reserved for Persons with Disabilities. - Government vehicle designed for persons with disabilities where necessary.
Training and development				No barriers identified	
Performance and evaluation				PMDS Policy is about to be absolute. Delays in the PMDS assessments and payments	To review the PMDS Policy. To encourage employees to submit the required PMDS tools on time in order to expedite the process and ensure that payments are implemented on the 31 st July as prescribed by PMDS Circular
Succession & experience planning		✓	✓	There is no Succession Planning Programs in place.	To develop Succession Planning Plan

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)
	POLICY	PROCEDURE	PRACTICE	(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
					To implement the approved Succession Plan and Policy
Disciplinary measures				No identified barrier	None
Retention of designated groups		✓	✓	To develop Business Process Mapping and Standard Operating Procedure for Attraction and Retention of Designated Groups.	Create conducive opportunities for promotion of Persons with Disabilities within the Department
Corporate culture	✓	✓	✓	There is no Culture Change Plan	Culture Change Plan must be developed and implemented/ Change Management, Diversity
Reasonable accommodation		✓	✓	There is inadequate reasonable accommodation of designated groups such as assistive devices for persons with disabilities, working environment.	Provisioning of assistive devices such as JAWS, Braille, specialised vehicle etc, braille copies of document.

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION) (Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)
	POLICY	PROCEDURE	PRACTICE		
Harassment				No identified barrier	None
HIV&AIDS prevention and wellness programmes				No identified barrier	None
Assigned senior manager(s) to manage EE implementation				No identified barrier	None
Budget allocation in support of employment equity goals				No identified barrier	None
Time off for employment equity consultative committee to meet				No identified barrier	None

2. WORKFORCE PROFILE ANALYSIS

Section 19(2) of the EEA requires designated employers to conduct a workforce profile analysis of each occupational level in order to determine the degree of under-representation of the various population groups in the different occupational levels.

Designated employers must use the relevant Economically Active Population (EAP) and the 5-year sector targets that have been set in terms of Section 15A of the Employment Equity Act as amended and its regulations in terms of population group, gender and for employees with disabilities when conducting a workforce profile analysis to determine the under-representation.

2.1 5-YEAR SECTOR NUMERICAL TARGETS AND NUMERICAL GOALS

Employers must set their own targets for the two bottom occupational levels (i.e. semi-skilled and unskilled). Employers will have to make a full analysis to set targets for these two levels before populating the table below.

5-YEAR SECTOR TARGETS AND NUMERICAL GOALS FOR SEMI-SKILLED AND UNSKILLED LEVEL (2025-2030)		
OCCUPATIONAL LEVELS AND DISABILITY	GENDER	DESIGNATED GROUPS SECTOR TARGET %
TOP MANAGEMENT	Male	49.8%
	Female	41.9%
	TOTAL	91.7%
SENIOR MANAGEMENT	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
PROFESSIONALLY QUALIFIED	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
SKILLED TECHNICAL	Male	49.8%
	Female	46.1%
	TOTAL	95.9%
		EMPLOYER'S NUMERICAL GOAL
SEMI-SKILLED	Male	64
	Female	94
	TOTAL	158
UNSKILLED	Male	7
	Female	8
	TOTAL	15
5-YEAR NUMERICAL TARGET FOR EMPLOYEES WITH DISABILITIES		
5-Year Sector Target for Employees with disabilities (%)		3%

2.2 SNAPSHOT OF WORKFORCE PROFILE

Workforce profile Information contained in the two tables below in terms of population group, gender and disability as of the last day of the month 05 August 2025 (dd/ mm/ yyyy). **Table 1A** contains information on all employees, including employees with disabilities, and **Table 1B** only contains information on employees with disabilities.

Table 1A: Snapshot of all employees, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	2	0	0	-	0	0	0	-			2
	%	100	0	0	-	0	0	0	-			100
Senior management	value	27	1	0	-	21	0	0	-			49
	%	55	2.04	0	-	42.8	0	0	-			99.8
Professionally qualified and experienced specialists and mid-management	value	78	0	1	1	90	3	0	2			175
	%	44.5	0	0.57	0.57	51.4	1.7	0	1.14			99.8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	273	6	0	1	617	11	0	1			909
	%	30	0.66	0	0.1	67.8	1.2	0	0.1			99.94
Semi-skilled and discretionary decision making	value	55	0	0	0	94	0	0	0			149
	%	36.9	0	0	0	63	0	0	0			99.9
Unskilled and defined decision making	value	5	1	0	0	8	0	0	0			14
	%	35.7	7.1	0	0	57	0	0	0			99.8
TOTAL PERMANENT	value	440	8	1	2	830	14	0	3			1298
	%	33.8	0.6	0.07	0.1	63.9	1.07	0	0.2			99.74
Temporary employees	value	0	0	0	0	0	0	0	0			0
	%	0	0	0	0	0	0	0	0			0
GRAND TOTAL	value	440	8	1	2	830	14		3			1298
	%	33.8	0.6	0.07	0.1	63.9	1.07	0	0.2			99.74

Table 1B: Snapshot of employees with disabilities Only

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0			0
	%	0	0	0	0	0	0	0	0			
Senior management	value	0	0	0	-	1	0	0	0			1
	%	0	0	0	-	100	0	0	0			100
Professionally qualified and experienced specialists and mid-management	value	1	0	0	0	0	0	0	0			1
	%	100	0	0	0	0	0	0	0			100
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	13	0	0	0	14	1	0	0			28
	%	46	0	0	0	50	3.57	0	0			99.57
Semi-skilled and discretionary decision making	value	1	0	0	0	0	0	0	0			1
	%	100	0	0	0	0	0	0	0			100
Unskilled and defined decision making	value	0	0	0	0	0	0	0	0			
	%	0	0	0	0	0	0	0	0			
TOTAL PERMANENT	value	15	0	0	0	15	1	0	0			31
	%	48.38	0	0	0	48.38	3.22	0	0			99.98
Temporary employees	value	0	0	0	0	0	0	0	0			0
	%	0	0	0	0	0	0	0	0			0
GRAND TOTAL	value	15	0	0	0	15	1	0	0			31
	%	48.39	0	0	0	48.39	3.22	0	0			99.98

2.3 ANALYSIS OF WORKFORCE PROFILE BY OCCUPATIONAL LEVEL

The analysis must be done separately for the various population groups and gender (including the population group and gender intersections) within each of the occupational levels.

Where the representation of employees with disabilities is below 3%, designated employers are expected to indicate the strategies to address the under-representation.

2.2.1 TOP MANAGEMENT (Analysis)

Top Management	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	43.3	5.7	0.8	0	39.8	4.9	0.3	0	0	0	100.0
5-Year Sector Target (%) (Designated groups)	49.8				41.9						
Workforce Profile(value)	2	0	0	-	0	0	0	-	0	0	2
Workforce Profile (%)	100%	0	0	-	0	0	0	-	0	0	100%

COMMENTS

There is under representation under CM, IM, AF, CM and IM.

Age analysis, approved posts in the structure and approved ARP was used to target underrepresented races and gender, in the event where there is workforce movement, EE targets will apply in filling in the vacant posts.

2.2.2 SENIOR MANAGEMENT (Analysis)

Senior Management	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	43.3	5.7	0.8		39.8	4.9	0.3				100.0
5-Year Sector Target (%) (Designated groups)	49.8				41.9						
Workforce Profile(value)	27	1	0	-	21	0	0	-			49
Workforce Profile (%)	55%	2%	0	-	42.8%	0	0	-			100%

COMMENTS:

There is under representation of CM, IM, AF, CF and IF

On quarterly basis in all SMS meetings a presentation on the status quo of EE targets will be a standard item on the agenda. EE will be tabled in all recruitment processes.

2.2.3 PROFESSIONALLY QUALIFIED (Analysis)

Professionally Qualified	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	43.3	5.7	0.8	-	39.8	4.9	0.3	-			100.0
5-Year Sector Target (%) (Designated groups)	49.8				46.1						
Workforce Profile(value)	78	0	1	1	90	3	0	2			175
Workforce Profile (%)	44.5%	0	0.57	0.57	51.4	1.7	0	1.1			99.84

COMMENTS:

There is under representation of CM, IM, CF and IF

On quarterly basis in all SMS meetings a presentation on the status quo of EE targets will a standard item on the agenda. EE targets will be tabled in all recruitment processes.

2.2.4 SKILLED (Analysis)

Skilled Technical	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP%	43.3	5.7	0.8	-	39.8	4.9	0.3	-			100.0
5-Year Sector Target (%) (Designated groups)	49.8				46.1						
Workforce Profile(value)	273	6	0	1	617	11	0	1			909
Workforce Profile (%)	30%	0.66	0	0.1	67.8%	1.2%	0	0.1			99.86

COMMENTS:

There is under representation of AM, CM, IM, CF and IF

On quarterly basis in all SMS meetings a presentation on the status quo of EE targets will a standard item on the agenda. EE targets will be tabled in all recruitment processes.

Any replacement, especially AF leaving the department. Placement, employment should consider underrepresented races in all occupational levels.

2.2.5 SEMI-SKILLED (Analysis)

Semi-Skilled	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP	43.3	5.7	0.8	2.8	39.8	4.9	0.3	2.4			100.0
Workforce Profile (value)	55	0	0	0	94	0	0	0			149
Workforce Profile (%)	36.9%	0	0	0	63%	0	0	0			99.9

COMMENTS: Please provide observations and proposed strategies to address the under-representation of any group in order to achieve the numerical goals.

There is under representation of AM, CM, IM, CF and IF

On quarterly basis in all SMS meetings a presentation on the status quo of EE targets will a standard item on the agenda. EE targets will be tabled in all recruitment processes.

Any replacement, especially AF leaving the department. Placement, employment should consider underrepresented races in all occupational levels.

2.2.6 UNSKILLED (Analysis)

Unskilled	Male				Female				Foreign National		Total
	A	C	I	W	A	C	I	W	Male	Female	
EAP	43.3	5.7	0.8	2.8	39.8	4.9	0.3	2.4			100.0
Workforce Profile (value)	5	1	0	0	8	0	0	0			14
Workforce Profile (%)	35.7%	7.1%	0	0	57.1%	0	0	0			100%

COMMENTS: Please provide observations and proposed strategies to address the under-representation of any group in order to achieve the numerical goals.

There is under representation of AM, CM, IM, CF and IF

On quarterly basis in all SMS meetings a presentation on the status quo of EE targets will a standard item on the agenda. EE targets will be tabled in all recruitment processes.

Any replacement, especially AF leaving the department. Placement, employment should consider underrepresented races in all occupational levels.

2.2.7 EMPLOYEES WITH DISABILITIES (Analysis)

Employees with Disabilities (% of Total Workforce)	
A. 5-Year Sector Target (%)	3%
B. Total Workforce Profile of employees with Disabilities (value)	31
C. Total workforce of all the employees (Value)	1298
D. Total Workforce Profile of employees with Disabilities (%)	2.3% $B / C \times 100 = D (\%)$

COMMENTS: Please provide observations and proposed strategies to address the under-representation of employees with disabilities in order to achieve the 5-year sector target.

Currently the department is at 2.3% with 0.7% difference.

Awareness campaigns will be conducted within the period of reporting,

Projection of 8 employees has been targeted.