



Custodian of Good Governance

OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC) REPORT ON ANNUAL PUBLIC SERVICE WOMEN MANAGEMENT WEEK WORKSHOP

NO.	PRINCIPLES	PROGRESS	CHALLENGES	INTERVENTIONS TO BE UNDERTAKEN TO ADDRESS IDENTIFIED CHALLENGES	RESPONSIBILITY	TIME FRAME
1.	Transformation for Non-Sexism Promoting and protecting human dignity and human rights of women, including the rights of women with disabilities.	The OPSC has made a considerable improvement on this issue. i.e. as at 31 July 2011, women comprised 51% of the total staff complement. Out of four people with disabilities two were women. The Policy on Sexual Harassment has been reviewed and waiting for DG's approval and mandate to table it at the Departmental Bargaining Chamber.		The Policy on Sexual Harassment will be workshopped after the approval.	D: HRMD	February 2012

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		approval for mandate to table it at the Departmental Bargaining Chamber. The PMDS Policy is reviewed and is awaiting for the DG's approval for mandate to table it at the Departmental Bargaining Chamber.	There is a perception that the application of the PMDS Policy is more of punitive nature rather than corrective one. Most of the employees do not understand this policy; therefore they do not take it seriously.	address the needs of women to identify problems relating to harassment and gender in the OPSC. Through the performance management system, the OPSC will identify the challenges women have that inhibit them to perform fully and address those challenges through training and development mechanisms. Where necessary, the EWP processes will be invoked. The Action Plan for the Empowerment of Women at the OPSC will be compiled.	D: HRMD All Managers D: HRMD	February 2012 30 November 2011
3.	Meeting Equity Targets Ensuring women's full participation, decision-making through the employment of 50% women at all levels of the SMS.	As at 31 July 2011, women represented 51.4% of the total staff complement. At SMS level, women represented 41% of the staff complement of the SMS. OPSC has 39 women on level 9-12 and 51 on level 1 to 8.	The OPSC has been struggling to achieve the 50% target at SMS level. Although many female candidates are short listed for interviews the OPSC has been unable to find suitable women for the posts.	The appointed Task Team will meet regularly and report to the OPSC Women on a quarterly basis. Furthermore, women who will be in the Task Team should drive women agenda. In order to ensure that there is a pool of potential employees, a Retention Strategy and Succession Planning should be effectively implemented and monitored.	Task Team D: HRMD	On a quarterly basis Ongoing

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				In order to capacitate internal staff, the OPSC should sign Memorandum of Understanding with one of the tertiary institutions in order to provide employees with the necessary skills. The selection committee should ensure that candidates are short-listed in line with the OPSC's EE Plan requirements. Preference should be given to suitably qualified and deserving internal candidates who have potential to be developed in the higher posts during the recruitment and selection process. This will improve staff morale.	D: HRMD	31 July 2012
			No feedback is provided after attending interviews.	Internal staff should be provided with feedback about their performance during their interviews to enable them to improve their performance.	All Managers	Immediately
				EECF members should be observers during the shortlisting and interviews of candidates.	EECF	Immediately
				Panel members should be representative.	D: HRMD & DDGs	Immediately
				During the interviews, the panellists should be sensitised to consider the potential of internal female candidates.	EECF	Immediately

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				OPSC should head hunt women from Professional Organisations in instances where it was difficult to get suitable candidates through the normal recruitment process.	D: HRMD & DDGs	Immediately
			There is a perception that the OPSC is not developing its employees to enable them to perform optimally and to be considered for senior positions within or outside the OPSC.	Training should be provided in line with Personal Development Plan and interventions such as mentorship, on the job training and exposing employees to challenging jobs.	D: HRMD & All Managers	Ongoing
4.	Creating an enabling Environment Putting in place departmental and sector Gender Management Systems, adequate Institutional Mechanisms and dedicated Gender Units.	None	The OPSC does not have a dedicated unit that deals with gender issues. Furthermore, the employee is occupying a low level position and is unable to participate in decision-making. Work-life balance issues are not accommodated by the OPSC for example, women with babies are not accommodated to	The OPSC will explore the possibility of establishing dedicated capacity to deal with gender issues. The Task Team should benchmark with other departments such as Monitoring and Evaluation in the Presidency, DPSA etc.	D: HRMD Task Team	March 2012 30 November 2011

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			travel with their babies and child minders to workshops that are outside the Office and that will require days away from home.			
		Branch meetings are conducted on monthly basis for purposes of communicating decisions made by management in relation to the work and the direction of the OPSC. Gender Policy was reviewed and includes the issue of flexible time which would allow employees to take their children to crèches, schools etc. Flexible time arrangement is between the supervisor and subordinate.	There are Branches that are not conducting Branch meetings. None	Branch Heads are to ensure that Branch meetings are held. Not Applicable (N/A)	DDG: CS N/A	Ongoing N/A
			There is a perception that the OPSC utilises the same employees in different committees and does not give opportunity to other employees for purposes of exposure and development.	Employees should be exposed to challenging activities and provided with the necessary skills to enhance career maturity.	Supervisor	Ongoing
			There is a perception that managers are not embracing and using the talent of their	Managers need to improve and listen to the opinions of their subordinates.	Managers	Ongoing

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			subordinates for the benefit of the OPSC.			
5.	Gender Mainstreaming Incorporating gender perspective into all work of the Department.		The OPSC does not have a dedicated programme for gender mainstreaming.	The Task Team is to be capacitated on issues of Gender. The Task Team should attend Gender Mainstreaming Training offered by PALAMA.	DDG: CS	30 November 2011 Date is to be determined by PALAMA.
6.	Empowerment Capacity development for women's advancement and gender equality.	The OPSC has implemented the 22 working special leave per annum to enable employees to attend classes without utilising their vacation leave.	None Women Managers have not attended Gender Mainstreaming Training	N/A Women Managers should learn from each other and in so doing they will be able to impart their skills and knowledge without being dependant on formal training. Education and training (including qualification orientated, knowledge acquisition (through conferences, workshops and/or seminars)	N/A All Women	N/A Ongoing

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7.	Providing adequate Resources Availing adequate human, physical and financial resources for advancing gender equality.	During the financial year 2010/2011, R555 100.00 was spent on women empowerment, including young women and women with disabilities. All women in the OPSC were offered bursaries and training opportunities. The OPSC was able to enrol six (6) women Deputy Director during the first in take of the Accelerated Development Programme and five (5) completed the Programme.	None During the financial year 2011/2012 the OPSC was unable to enrol other Women in Deputy Director posts due to lack of adequate funds.	N/A Women will be encouraged to utilise Office of the Status of a Women to address women issues. Women will also be encouraged to attend Annual Seminars. Provision should be made for matters affecting women empowerment for e.g. Accelerated Development Programme, Advance Management Development Programme and Executive Development Programme.	N/A D: HRMD D: HRMD	N/A Ongoing On an annual basis
8.	Accountability, Monitoring and Evaluation Ensuring full responsibility, ownership for and reporting on advancing gender equality within the Public Service.		There is no reporting and monitoring taking place on gender issues in the OPSC.	Women issues identified by the Task Team will be reported at the Management Committee on a quarterly basis.	DDG: CS	On a quarterly basis

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				Mainstreaming the work of the Task Team into the mainstreaming processes to be reported to Management Committee on a quarterly basis.	DDG: CS	On a quarterly basis
				The appointment of the Task Team which will meet on a quarterly basis to deal with issues which affects women.	DDG: CS	On a quarterly basis

Implementation of the Gender Equality Strategic Framework for the Public Service

The OPSC has achieved the following in as far as the Gender Equality Strategic Framework for the Public Service:

- 51.4% of the staff complement comprised women as at 31 July 2011. At SMS level there is 41.3% of women.
- There are two (2) women out of four (4) people with disabilities which translated to 50%