



## PLEASE READ THIS FIRST

## SECTION A: EMPLOYER DETAILS &amp; INSTRUCTIONS

## PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Employment and Labour.

## WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

## WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

## SEND TO:

Employment Equity Registry  
The Department of Employment and Labour  
Private Bag X117  
Pretoria 0001

Online Reporting:  
[www.labour.gov.za](http://www.labour.gov.za)  
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	UNIVERSITY OF THE WITWATERSRAND
DTI registration name	
DTI registration number	
PAYE/SARS number	7940722731
UIF reference number	1368958
EE reference number	6058
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	EDUCATION
Industry Sub Sector	Higher education
Bargaining Council	Other
Telephone number	0117171468
Postal address	PRIVATE Bag 3 WITS WITS
City/Town	JOHANNESBURG
Postal code	2050
Province	GAUTENG
Physical address	1 Jan smuts Avenue WITS WITS
City/Town	JOHANNESBURG
Postal code	2050
Province	GAUTENG
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Prof Adam Habib
Telephone number	0117171101
Fax number	0117171463
Email address	Adam.Habib@wits.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Neo Bokaba
Telephone number	0117171468
Fax number	0117171102
Email address	neo.bokaba@wits.ac.za
Information about the organization at the time of submitting this report	
Business type	Educational Institution
Number of employees in the organization	150 or more
Is your organization an organ of State?	No
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2019

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/01/2019

To (date): 31/12/2019

Please indicate below the duration of your current employment equity plan:

From (date): 01/12/2017

To (date): 30/11/2022

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- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Employment and Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- 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.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its employment equity plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

## SECTION B: WORKFORCE PROFILE

## 1. WORKFORCE PROFILE

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	1	2	0	0	0	1	0	0	0	6
Senior management	5	3	5	12	0	1	1	10	10	1	48
Professionally qualified and experienced specialists and mid-management	205	48	87	321	279	80	144	391	263	131	1949
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	337	28	25	49	581	115	89	102	28	42	1396
Semi-skilled and discretionary decision making	711	5	4	2	322	8	4	3	4	2	1065
Unskilled and defined decision making	396	1	0	0	668	0	0	1	11	7	1084
TOTAL PERMANENT	1656	86	123	384	1850	204	239	507	316	183	5548
Temporary employees	31	4	10	31	70	4	15	51	30	33	279
GRAND TOTAL	1687	90	133	415	1920	208	254	558	346	216	5827

1.2 Please report the total number of employees with disabilities only in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	1	1	12	2	1	1	5	2	1	27
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	0	1	8	1	0	4	0	0	16
Semi-skilled and discretionary decision making	4	0	0	0	1	0	0	0	0	0	5
Unskilled and defined decision making	4	0	0	0	2	0	0	0	0	0	6
TOTAL PERMANENT	11	1	1	13	13	2	1	9	2	1	54
Temporary employees	0	0	0	0	3	0	0	2	0	0	5
GRAND TOTAL	11	1	1	13	16	2	1	11	2	1	59

## SECTION C: WORKFORCE MOVEMENT

## 2. Recruitment

2.1 Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	1	0	0	0	0	1	1	0	3
Professionally qualified and experienced specialists and mid-management	38	5	4	20	36	6	7	21	30	16	183
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	69	5	5	13	107	14	9	15	15	21	273
Semi-skilled and discretionary decision making	50	0	1	2	37	4	1	3	1	1	100
Unskilled and defined decision making	27	0	0	0	88	0	0	0	0	0	115
TOTAL PERMANENT	184	10	11	35	268	24	17	40	47	38	674
Temporary employees	31	3	3	28	54	5	7	46	40	26	243
GRAND TOTAL	215	13	14	63	322	29	24	86	87	64	917

## 3. Promotion

3.1 Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	1	0	0	0	1
Senior management	0	1	2	1	1	0	0	1	0	0	6
Professionally qualified and experienced specialists and mid-management	14	4	5	15	26	10	10	18	21	15	138
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	15	0	0	1	32	5	2	3	0	1	59
Semi-skilled and discretionary decision making	7	0	0	0	4	0	0	0	0	0	11
Unskilled and defined decision making	1	0	0	0	1	0	0	0	0	0	2
TOTAL PERMANENT	37	5	7	17	64	15	13	22	21	16	217
Temporary employees	0	0	0	0	2	0	0	3	2	0	7
GRAND TOTAL	37	5	7	17	66	15	13	25	23	16	224

## 4. Termination

4.1 Please report the total number of terminations in each occupational level, including people with disabilities.  
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	1	0	0	0	2	1	0	5
Professionally qualified and experienced specialists and mid-management	22	5	4	33	36	7	14	35	25	8	189
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	69	3	5	18	102	21	16	20	12	9	275
Semi-skilled and discretionary decision making	36	0	0	0	45	3	1	2	1	1	89
Unskilled and defined decision making	13	0	0	0	14	0	0	0	1	1	29
TOTAL PERMANENT	141	8	9	52	197	31	31	59	40	19	587
Temporary employees	22	4	5	37	72	2	13	60	50	36	301
GRAND TOTAL	163	12	14	89	269	33	44	119	90	55	888

## SECTION D: SKILLS DEVELOPMENT

## 5. Skills Development

5.1 Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	1	0	0	0	0	0	0	1
Senior management	0	0	1	4	0	0	0	5	10
Professionally qualified and experienced specialists and mid-management	43	7	14	61	148	23	95	149	540
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	2	2	4	140	48	38	46	324
Semi-skilled and discretionary decision making	19	2	0	0	14	1	0	0	36
Unskilled and defined decision making	9	0	0	0	12	0	0	0	21
TOTAL PERMANENT	115	12	17	69	314	72	133	200	932
Temporary employees	1	1	1	0	5	4	0	9	21
GRAND TOTAL	116	13	18	69	319	76	133	209	953

## SECTION E: NUMERICAL GOALS &amp; TARGETS

## 6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	1	2	0	2	0	0	0	1	0	8
Senior management	18	2	1	17	14	1	2	10	8	0	73
Professionally qualified and experienced specialists and mid-management	667	40	90	343	526	76	144	425	285	127	2723
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	621	23	35	73	551	137	104	164	33	38	1779
Semi-skilled and discretionary decision making	585	15	15	69	302	18	14	68	11	3	1100
Unskilled and defined decision making	407	18	16	76	581	14	14	65	3	5	1199
TOTAL PERMANENT	2300	99	159	578	1976	246	278	732	341	173	6882
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2300	99	159	578	1976	246	278	732	341	173	6882

## 7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	1	2	0	2	0	0	0	1	0	8
Senior management	18	2	1	17	14	1	2	10	8	0	73
Professionally qualified and experienced specialists and mid-management	667	40	90	343	526	76	144	425	285	127	2723
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	621	23	35	73	551	137	104	164	33	38	1779
Semi-skilled and discretionary decision making	585	15	15	69	302	18	14	68	11	3	1100
Unskilled and defined decision making	407	18	16	76	581	14	14	65	3	5	1199
TOTAL PERMANENT	2300	99	159	578	1976	246	278	732	341	173	6882
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2300	99	159	578	1976	246	278	732	341	173	6882

## SECTION F: MONITORING &amp; EVALUATION

## 8. Consultation

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

Consultation	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)		No
Employees	Yes	



## 9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	No	No		
Advertising Positions	No	No		
Selection criteria	No	No		
Appointments	No	No		
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	Yes	Yes	01/01/2020	31/12/2021
Work environment and facilities	No	No		
Training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	Yes	Yes	01/01/2020	31/12/2021
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/01/2020	31/12/2021
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	Yes	Yes	01/01/2020	31/12/2021
Reasonable accommodation	No	No		
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	No	No		

## 10. Monitoring and evaluation of implementation:

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
	Quarterly

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
Yes		Overall we have meet the targets. The drivers that have been designed and implemented within the institution with reference to policy, procedures and practices have ensured that equity goals and targets of the university can be promoted and achieved. The nature of these intervention have been considered comprehensively and will be further enhanced within the short term in order to address barriers identified within the institution.



EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Prof Adam Habib (full Name) CEO/Accounting Officer of UNIVERSITY OF THE WITWATERSRAND hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 18<sup>th</sup> day of December (month) year 2019</p> <p>At (place) : Braamfontein</p>  <p>Chief Executive Officer/Accounting Officer</p>