



2024 **AFFIRMATIVE ACTION REPORT**

**OFFICE OF THE
AUDITOR-GENERAL**

Table of Contents

FURTHER AFFIRMATIVE ACTION REPORT	1
<i>The Commissioner: Employment Equity Commission</i>	<i>1</i>
Form EEC 2 – Annexure A	2
Table 1: Non-Namibian Employees and Understudies.....	3
Table 2: Namibian Understudy Categories and Groups	4
Table 3: Namibian Understudy Appointment and Training.....	5
Table 4 Namibian Understudy Training Programme / Progress Report	6
Form EEC 2 – Annexure B	7
THE STATISTICAL REPORT REFERRED TO IN SECTION 25.(1)(C)	7
FURTHER STATISTICAL REPORT.....	8
Table 1: Workforce Profile	9
Table 2: Recruitment	10
Table 3: Promotion	11
Table 4: Termination	12
Table 5: Termination categories	13
Table 6 (a): Qualifying Training	14
Table 6 (b): Non-Qualifying Training.....	15
Table 8: Employment practices.....	17
Table 9 (a): Numerical goals for first year 2023	18
Table 9 (b): Numerical goals for second year 2024.....	19
Table 9 (c): Numerical goals for third year 2025.....	20
Table 9 (d): Envisaged new Workforce Profile (As at the year ending 2025)	21
Table 10 (a): Salary Scales	22
Table 10 (b): Salary Scales	24
Table 10 (c): Salary Scales	25
Table 10 (d): Salary Scales	26
Benefits	26
Form EEC 2 – Annexure C	26
FURTHER AFFIRMATIVE ACTION REPORT	27
MODEL AFFIRMATIVE ACTION PLAN	28
Form EEC 2 – Annexure D	31
FURTHER AFFIRMATIVE ACTION REPORT	31
SUMMARY OF AFFIRMATIVE ACTION MEASURES.....	32
IN RESPECT OF THE AFFIRMATIVE ACTION PLAN FOR PERIOD: 2023 to 2025	32
TIME FRAME	32
IN RESPECT OF THE AFFIRMATIVE ACTION PLAN FOR PERIOD: 2023 to 2025	33
TIME FRAME	33
Form EEC 2 – Annexure E	34
EVALUATION REPORT ON PROGRESS OF IMPLEMENTATION OF THE AA PLAN DURING THE REPORTING PERIOD	35
1. INTRODUCTION	35
2. NON-NAMIBIAN EMPLOYEES	35
3. STATISTICAL REPORT-TABLES (Annexure ‘B’).....	35
4. DESIGNATED GROUPS	36

4.1	<i>RACIALLY DISADVANTAGED</i>	36
4.2	GENDER BALANCE	36
4.3	PERSONS WITH DISABILITIES	37
5.	TRAINING AND DEVELOPMENT	38
6.	AFFIRMATIVE ACTION BUDGET	38
7.	CONSULTATION	39
	Form EEC 2 – Annexure F	40
	RECORD OF CONSULTATION CONTEMPLATED IN SECTION 24	40
	Form EEC 2 – Annexure G	41
	FURTHER AFFIRMATIVE ACTION REPORT	41
	ALL OTHER RELEVANT RECORDS AND/OR DOCUMENTATION USED TO COMPILE THIS REPORT	41



REPUBLIC OF NAMIBIA

EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998

FURTHER AFFIRMATIVE ACTION REPORT
(Sections 27(2) & 28(2))

The Commissioner: Employment Equity Commission

Private Bag 19005
Khomasdal
Windhoek

This is the Further Affirmative Action Report of:

The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek

Attached hereto are the following documents:

1. The statistical report referred to in section 25.(1)(c) as Annexure "B".
2. The affirmative action plan approved as contemplated in section 32.(5), as Annexure "C".
3. The summary of affirmative action measures for the ensuing reporting period, as set out in section 28.(2)(e) as Annexure "D".
4. An evaluation of the affirmative action plan implemented during the immediately preceding period as Annexure "E"
5. Records of Consultation contemplated in section 24 as Annexure "F"
6. All other relevant records and/or documentation used to compile this report as Annexures "G" (Only documentation directly linked to the affirmative action plan, should be included.)

We certify that the documents and the contents are correct.


Mr. Goms Menette
Deputy Auditor General

13/02/2025
(Date)

DEPUTY AUDITOR-GENERAL'S
OFFICE
NAMIBIA
13 FEB 2025
Private Bag 13299
Windhoek


Ms. Imelda Hummel
Chairperson: AA Committee

13.02.2025
(Date)



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE A

**THE NAMES OF THE NON-NAMIBIAN EMPLOYEES, THEIR
UNDERSTUDIES AS WELL AS TRAINING REPORT**

Table 1: Non-Namibian Employees and Understudies

No.	Non-Namibian employee (Full names)	Position held	Date of appointment of non- Namibian	Permanent Residence No or Work Permit Number and Date of Expiry	Passport Number	Namibian understudy (Full name)

Table 2: Namibian Understudy Categories and Groups

Job Category	Racially disadvantaged		Racially advantaged		Persons with Disabilities		Total	
	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0
Middle Management	0	0	0	0	0	0	0	0
Specialized/skilled/senior supervisory	0	0	0	0	0	0	0	0
Skilled	0	0	0	0	0	0	0	0
Semi-skilled	0	0	0	0	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0
Total Permanent	0	0	0	0	0	0	0	0

Table 3: Namibian Understudy Appointment and Training

Full Names of Namibian Understudy	Initial Date of Appointment as Understudy	Current Position	Understudy Position	Training / Mentorship		Understudy Signature
				Yes	No	

Table 4 Namibian Understudy Training Programme / Progress Report

Signature:.....

Signature:.....

Train ing Goal	Training Objectives	Action Plans	Duration	Monitoring	Evaluation	Responsibility	Achievements	Challenges	Int erv ent ion s Re qui red



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE B

THE STATISTICAL REPORT REFERRED TO IN SECTION 25.(1)(C)



**REPUBLIC OF NAMIBIA
EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER STATISTICAL REPORT

(Section 25 and Section 28(2)(a))

Part 1: Employer Details

Name of Relevant Employer: Office of the Auditor-General

Physical Address:

123 Robert Mugabe Avenue
Windhoek

Postal:

Private Bag 13299
Windhoek

Telephone number: 061 285 8000

Deputy Auditor-General:

Mr. Goms Menette

Fax:

061 224 301

E-mail address:

Goms.Menette@oag.gov.na

Appointed Senior Employee:

Ms Imelda Hummel

Contact Details:

061 285 8481

E-mail address:

Imelda.Hummel.@oag.gov.na

Committee Secretary:

Mrs. Selma Nangombe

Contact details:

061 2858207

E-mail address:

Selma.Nangombe@oag.gov.na

OPM Focal person:

Ms. Dorcas Manuel

Contact Details:

061 287 3101

E-mail address:

Dorcas.Manuel@opm.gov.na

Organ of state: Yes ☒

No

Are you voluntarily complying with this Act as set out in Section 22? Yes

(Employers employing the same number or more employees, than the prescribed threshold for relevant employers determined by the Minister of Labour should answer "no" to the question)

Reporting Period: From 01 January 2024 to 31 December 2024

Table 1: Workforce Profile

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	1	0	0	0	0	0	0	0	1	0
Senior Management	1	2	0	1	0	0	0	0	1	3
Middle Management	7	3	1	0	0	1	0	0	8	4
Specialized/skilled/senior supervisory	16	22	0	0	0	0	0	0	16	22
Skilled	44	85	0	0	1	1	0	0	45	86
Semi-skilled	7	11	0	0	2	1	0	0	9	12
Unskilled	5	8	0	0	3	2	0	0	8	10
Total permanent	81	131	1	1	6	5	0	0	88	137
Casual/temporary and seasonal	0	0	0	0	0	0	0	0	0	0
Total	81	131	1	1	6	5	0	0	88	137

Table 2: Recruitment

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0
Middle Management	0	0	0	0	0	0	0	0	0	0
Specialized/skilled/senior supervisory	0	0	0	0	0	0	0	0	0	0
Skilled	4	6	0	0	0	0	0	0	4	6
Semi-skilled	0	0	0	0	0	0	0	0	0	0
Unskilled	1	0	0	0	0	0	0	0	1	0
Total Permanent	5	6	0	0	0	0	0	0	5	6
Casual/temporary and seasonal	0	0	0	0	0	0	0	0	0	0
Total	5	6	0	0	0	0	0	0	5	6

Table 3: Promotion

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0
Middle Management	0	0	0	0	0	0	0	0	0	0
Specialized/skilled/senior supervisory	0	2	0	0	0	0	0	0	0	2
Skilled	0	0	0	0	0	0	0	0	0	0
Semi-skilled	0	0	0	0	0	0	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0	0	0
Total Permanent	0	2	0	0	0	0	0	0	0	2

Table 4: Termination

	Racially disadvantaged		Racially advantaged		Persons with Disabilities		Non-Namibian(s)		Total	
Job Category	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0
Middle Management	1	0	0	0	0	0	0	0	1	0
Specialized/skilled/senior supervisory	0	1	0	0	0	0	0	0	0	1
Skilled	2	6	0	0	0	0	0	0	2	6
Semi-skilled	0	0	0	0	0	0	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0	0	0
Total Permanent	3	7	0	0	0	0	0	0	3	7
Casual/temporary and seasonal	0	0	0	0	0	0	0	0	0	0
Total	3	7	0	0	0	0	0	0	3	7

Table 5: Termination categories

Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Resignation	2	7	0	0	0	0	0	0	2	7
Non-renewal of contract	0	0	0	0	0	0	0	0	0	0
Dismissal – retrenchment	0	0	0	0	0	0	0	0	0	0
Dismissals – misconduct	0	0	0	0	0	0	0	0	0	0
Dismissal – incapacity	0	0	0	0	0	0	0	0	0	0
Other (Specify)	1	0	0	0	0	0	0	0	1	0
Early Retirement										
Other (Specify)	0	0	0	0	0	0	0	0	0	0
Total	3	7	0	0	0	0	0	0	3	7

Table 6 (a): Qualifying Training

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0
Middle Management	0	0	0	0	0	0	0	0	0	0
Specialized/skilled/senior supervisory	4	4	0	0	0	0	0	0	4	4
Skilled	9	6	0	0	0	0	0	0	9	6
Semi-skilled	1	3	0	0	1	0	0	0	2	3
Unskilled	0	0	0	1	0	0	0	0	0	0
Total Permanent	14	13	0	1	1	0	0	0	15	13
Casual/temporary and seasonal	0	0	0	0	0	0	0	0	0	0
Total	14	13	0	1	1	0	0	0	15	13

Table 6 (b): Non-Qualifying Training

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0	0	0
Senior Management	1	1	0	0	0	0	0	0	1	1
Middle Management	8	2	1	0	0	0	0	0	9	2
Specialized/skilled/senior supervisory	1	1	0	0	0	0	0	0	1	1
Skilled	4	30	0	0	0	0	0	0	4	30
Semi-skilled	1	3	0	0	1	0	0	0	2	3
Unskilled	1	0	0	0	0	0	0	0	1	0
Total Permanent	16	37	1	0	1	0	0	0	18	37
Casual/temporary and seasonal	0	0	0	0	0	0	0	0	0	0
Total	16	37	1	0	1	0	0	0	18	37

Table 7: Consultation and Resources

	Yes	No
Appointed a senior employee to manage the implementation	√	
Affirmative Action Consultative Committee	√	
Have committee members been appointed/elected by other employees?	√	
Trade union*		√
Employees from designated groups	√	
Employees who are not from designated groups	√	
Allocate a budget to support the implementation goals of affirmative action	√	
Time off for affirmative action consultative committee to meet on a regular basis	√	
Other (please specify)	N/A	N/A

* Indicate which union consulted.

How regularly do you meet the stakeholders mentioned in Table 7?

Monthly	Quarterly √
---------	-------------

Table 8: Employment practices

Section 25 (1) (b) ((indicate in which categories of employment practices, affirmative action measures will be implemented)

Categories of employment Practices	Yes	No	If Yes, specify
Recruitment procedure		x	
Advertising positions	x		The advertisements does not attract persons with disabilities.
Selection criteria	x		The recruitment in the Public Service is guided by the recruitment policies. These policies do not make provision to offer preferential treatment to persons with disabilities . The persons with disabilities have to compete with all other applicants which make the chances very limited. Stigma discrimination against persons with disability during the selection process.
Appointments		x	
Job classification and grading		x	
Remuneration and benefits		x	
Terms and conditions of employment		x	
Job assignments		x	
Work environment and facilities		x	
Training and development	x		Limited resources to cater for Training and Development
Performance and evaluation systems		x	
Promotions		x	
Transfers		x	
Demotions		x	
Succession and experience planning		x	
Disciplinary measures		x	
Dismissals		x	
Other (please specify)			None

Note: The table 8 above is copied as it appear in the approved Affirmative Action Plan for 2023 – 2025 and it is shown to comply with the prescribed template of the report.

Table 9 (a): Numerical goals for first year 2023

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Total	
	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0
Senior Management	1	0	0	0	0	0	1	0
Middle Management	2	1	0	0	0	0	2	1
Specialized/skilled/senior supervisory	2	1	0	0	0	0	2	1
Skilled	5	4	0	0	0	1	5	5
Semi-skilled	2	0	0	0	0	0	2	0
Unskilled	1	0	0	0	0	0	1	0
Total Permanent	13	6	0	0	0	1	13	7
Casual/temporary and seasonal	0	0	0	0	0	0	0	0
Total	13	6	0	0	0	1	13	7

Note: The table 9 (a) above is copied as it appear in the approved Affirmative Action Plan for 2023 – 2025 and it is shown to comply with the prescribed template of the report.

Table 9 (b): Numerical goals for second year 2024

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Total	
	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0
Senior Management	1	0	0	0	0	0	1	0
Middle Management	2	1	0	0	0	0	2	1
Specialized/skilled/senior supervisory	2	1	0	0	0	0	2	1
Skilled	5	4	0	0	0	1	5	5
Semi-skilled	2	0	0	0	0	0	2	0
Unskilled	1	0	0	0	0	0	1	0
Total Permanent	13	6	0	0	0	1	13	7
Casual/temporary and seasonal	0	0	0	0	0	0	0	0
Total	13	6	0	0	0	1	13	7

Note: The table 9 (b) above is copied as it appear in the approved Affirmative Action Plan for 2023 – 2025 and it is shown to comply with the prescribed template of the report.

Table 9 (c): Numerical goals for third year 2025

Job Category	Racially disadvantaged		Racially advantaged		Persons with disabilities		Total	
	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	0	0	0	0	0	0	0	0
Senior Management	1	0	0	0	0	0	1	0
Middle Management	2	1	0	0	0	0	2	1
Specialized/skilled/senior supervisory	2	1	0	0	0	0	2	1
Skilled	5	4	0	0	0	1	5	5
Semi-skilled	2	0	0	0	0	0	2	0
Unskilled	1	0	0	0	1	0	1	0
Total Permanent	13	6	0	0	1	1	14	7
Casual/temporary and seasonal	0	0	0	0	0	0	0	0
Total	13	6	0	0	1	1	14	7

Note: The table 9 (c) above is copied as it appear in the approved Affirmative Action Plan for 2023 – 2025 and it is shown to comply with the prescribed template of the report.

Table 9 (d): Envisaged new Workforce Profile (As at the year ending 2025)

Job Category	Racially disadvantaged		Racially Advantaged		Persons with disabilities		Non-Namibian(s)		Total	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive Directors	1	0	0	0	0	0	0	0	1	0
Senior Management	2	2	0	1	0	0	0	0	2	3
Middle Management	8	3	1	0	0	1	0	0	9	4
Specialized/skilled/senior supervisory	17	21	0	0	0	0	0	1	17	22
Skilled	42	90	0	0	1	1	0	0	43	91
Semi-skilled	11	11	0	0	2	0	0	0	13	11
Unskilled	5	8	0	0	4	2	0	0	8	10
Total Permanent	86	135	1	1	7	4	0	1	94	141
Casual/temporary and seasonal	0	0	0	0	0	0	0	0	0	0
Total	86	135	1	1	7	4	0	1	94	141

Note: The table 9 (d) above is copied as it appear in the approved Affirmative Action Plan for 2023 – 2025 and it is shown to comply with the prescribed template of the report.

Table 10 (a): Salary Scales

	Annual salary scale	Actual average annual remuneration	Benefits (specify)	Racially disadvantaged	
				Men	Women
Executive Directors	649 805-761 349	689 577	Medical Aid Pension Social Security Car Allowance Housing Allowance Cellphone Parking	1	0
Senior Management	554 603- 637 063	584 701.33	Medical Aid Pension Social Security Car Allowance Housing Allowance Cellphone Parking	1	2
Middle Management	517 195-543 728	536 327.70	Medical Aid Pension Social Security Car Allowance Housing Allowance Cellphone Parking	7	3
Specialized/ Skilled/senior supervisory	354 883-517 195	374 972	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Cellphone Allowances	16	22

Skilled	195 216– 347 926	305680.28	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Allowances	44	85
Semi-skilled	107 753-191 312	149 810.00	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Allowances	7	11
Unskilled	44 050-102 039	61 631.83	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Allowances	5	8
Casual / temporary and seasonal	0	0	0	0	0
Total				81	132

Table 10 (b): Salary Scales

Job Category	Annual salary scale	Actual average annual remuneration	Benefits (specify)	Racially advantaged	
				Men	Women
Executive Directors	618 862-725 095	0	-	0	0
Senior Management	554 603-637 063	588 548	Medical Aid Pension Social Security Car Allowance Housing Allowance Cellphone Parking	0	1
Middle Management	517 195-543 728	543 728	Medical Aid Pension Social Security Car Allowance Housing Allowance Cellphone Parking	1	0
Specialized/ skilled/senior supervisory	354 883-517 195	0	-	0	0
Skilled	195 216-347 926	0	-	0	0
Semi-skilled	107 753-191 312	0	-	0	0
Unskilled	44 050-102 039	0	-	0	0
Casual / temporary and seasonal	0	0	0	0	0
Total	0	0	0	1	1

Table 10 (c): Salary Scales

Job Category	Annual salary scale	Actual average annual remuneration	Benefits (specify)	Persons with disabilities	
				Men	Women
Executive Directors	618 862-725 095	0	-	0	0
Senior Management	554 603-637 063	0	-	0	0
Middle Management	517 195-543 728	543 728	Medical Aid Pension Social Security Car Allowance Housing Allowance Cellphone Parking	0	1
Specialized/ skilled/senior supervisory	354 883-517 195	0	-	0	0
Skilled	195 216-347 926	270 857	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Allowances	1	1
Semi-skilled	107 753-191 312	156 207.67	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Allowances	2	1
Unskilled	44 050-102 039	48 447.20	Medical Aid Pension Social Security Transport Allowance Subsidy:Housing and Rental Allowances	3	2
Casual / temporary and seasonal	0	0	0	0	0
Total	0	0	0	6	5

Table 10 (d): Salary Scales (indicate the different basic salary scales and benefits non-Namibians).

Job Category	Annual salary scale	Actual average annual remuneration	Benefits (specify)	Non-Namibians	
				Men	Women
Executive Directors	618 862-725 095	0	-	0	0
Senior Management	554 603-637 063	0	-	0	0
Middle Management	517 195-543 728	0	-	0	0
Specialized/skilled/senior supervisory	354 883-517 195	0	-	0	0
Skilled	195 216-347 926	0	-	0	0
Semi-skilled	107 753-191 312	0	-	0	0
Unskilled	44 050-102 039	0	-	0	0
Casual / temporary and seasonal	0	0	-	0	0
Total	0		-	0	0



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE C

ONE OF THE FOLLOWING:

**THE AFFIRMATIVE ACTION PLAN APPROVED AS CONTEMPLATED IS
SECTION 32.(5),
OR
AN AMENDED AFFIRMATIVE ACTION PLAN REFERRED TO IN SECTION
33.(1)(A)OR (B),
OR
A PROPOSED AMENDED AFFIRMATIVE ACTION PLAN REFERRED TO IN
SECTION 33.(1)(C).**

MODEL AFFIRMATIVE ACTION PLAN

1. INTRODUCTION

The Auditor-General is appointed under Article 127 of the Constitution of the Republic of Namibia. The power and duties are enshrined in the State Finance Act, 1991 (Act 31 of 1991). The Auditor-General is mandated to audit Offices / Ministries /Agencies, Regional Councils and Local Authorities, Funds as well as legally assigned Statutory Bodies and report thereon to the National Assembly to promote Accountability and Transparency to safeguard the Nation's limited resources for the future generation.

The Office of the Auditor-General has an obligation to comply with the Affirmative Action (Employment) Act, 1998 (Act No 29 of 1998). It is classified as a relevant employer, therefore, it has an obligation to adhere to all the requirements of the Act. The Office provides an Affirmative Action report yearly and its current reporting period is 01 January to 31 December. The report must always be submitted before 31 January of the next year to the Office of the Employment Equity Commission via the Office of the Prime Minister. It is also compulsory for the Office to compile and implement a three (3) year Affirmative Action Plan. In essence, the Office should advocate for the plight of the three (3) designated groups, namely: racially disadvantaged persons; women and persons with disabilities.

The Office will give priority to the recruitment of persons with disabilities in order to reach the required 5% of the workforce representative of persons with disabilities. This promise require total commitment from stakeholders, which are: Human Resources, Affirmative Action Committee, Management Cadre and the entire employees of the OAG. Experience has shown that it's not easy to recruit persons with disability in skilled job category and upward as they are not readily available.

2. AFFIRMATIVE ACTION GOALS

- 2.1 The employees of the Office of the Auditor-General are treated the same in all aspects and every time. The salary scales and other fringe benefits are the same and based merely on the job category.
- 2.2 Discrimination of any nature has no place in OAG and the Office adopted a culture of open door policy where aggrieved employees can speak out openly with the purpose of finding an amicable solution. The Training and Development initiatives are also implemented on set criteria which respect the purpose of Affirmative Action and administrative of justice.
- 2.3 The Office is determined to accomplish representation of more than five 5 % of persons with disability in its workforce under the current plan. This is possible by always encouraging persons with disabilities to apply for vacant posts. Moreover, this objective can be achieved through aggressive searching for persons with disability in the market and place them into vacant posts accordingly to their competency. It is also important for the Office to embark on gender balance of the workforce since it is structure is currently dominated by female staff members.

3. ASSESSMENT OF CURRENT REALITY

- 3.1 The Office workforce currently stands at two hundred and twenty five (225) staff members. This consist of one hundred and thirty seven (137) women and eighty-eight (88) men. The number of person with disabilities are ten (10), which include seven (7) men and three (3) women. One (1) of the person with disability occupy the job category of middle management and the rest are occupying the job category of unskilled and semi-skilled, respectively. This represents 4.2 % of the workforce, therefore, efforts are underway in order to attain the prescribed 5 % of the workforce representative.

The workforce profile is not balanced as it continues to be very skewed. The majority of the staff members are women, while men remain dominated. The Office has twenty (20) vacant posts to be filled in the next three (3) years. This excludes posts that will become vacant due to resignations, deaths, promotions, etc. The vacant posts fall under the various job categories such as; one (1) in the job category of Senior Management, three (3) vacant posts are in the Middle Management, and the other three (3) are in Specialized / Skilled / Senior Supervisory. The majority of the vacant posts are in the job category of skilled with ten (10) vacant posts.

4. AFFIRMATIVE ACTION PLAN

- 4.1 The Affirmative Action Plan for the three (3) years 2023-2025 will be implemented by cascading it into yearly action plan which clearly indicated the specific action to be taken and responsibilities will be allocated to various members of the Affirmative Action Committee.

In filling the vacant positions, preference will be given to male candidates as well as the persons with disabilities. This will eventually address the current skewed workforce profile which is dominated by the female employees. The appointment of persons with disabilities will be prioritized to achieve the representative of 5% in the workforce of persons with disabilities.

The Office will embark on various strategies in order to eliminate the identified employment practice as well as addressing the numerical goals. It is prudent to strengthen the advertisement of the vacant post in a manner that the message reach the designated group and specific the persons with disabilities. Thus, some advertisement will be posted on the Namibia Integrated Employment System (NIES) which has a wide circulation to reach large population of job seekers. Furthermore, the Office will be can sharing appropriate advertisement to the Namibia Disability Council of Namibia to assist in disseminating job opportunities to qualified persons with disabilities. It remain the responsibilities of the Office to create a conducive environment by focusing on zero tolerance to stigma and discrimination through robust awareness. Creating a culture of constant learning is a critical success factor for an organization that want to achieve its strategic objective, therefore, with limited resources, the Office will remain dedicated to impact new skills and knowledge through initiatives such as in-house training.

The achievement of numerical goals will be enhanced by sensitizing all managers and supervisors on the Affirmative Action Plan. The important aspect is the employment of persons with disability and it is possible when there is collaboration between stakeholders, working toward achieving the common goal of creating employment opportunities for persons with disability. Moreover, once the persons with disability are employed, they should be developed career wise by creating an environment in which qualification can be upgraded.

5. PREFERENTIAL TREATMENT

- 5.1. The Office of the Auditor-General will always apply Section (18) and (19) of the Affirmative Action Act, (Act No 29 of 1998) during the recruitment process.
- 5.2 The Office will also ensure that under study is undertaken when an expatriate is appointed in order to transfer skills.

6. COMMUNICATION

- 6.1 The Office will implement the Affirmative Action three (3) year plan by cascading the interventions of the yearly action plan and tasks will be clearly defined.

- 6.2 The Affirmative Action report and the Affirmative Action three (3) year plan is accessible to all employees and other relevant stakeholders. The documents are readily available in hard copies and the soft copies are uploaded on the intranet.

7. ROLES AND RESPONSIBILITIES

- 7.1 There are various stakeholders in the implementation of the Affirmative Action Plan, they are: Affirmative Action Committee Members, Accounting Officer, Management Cadre, Financial Advisor, and Staff Members. The following are the roles and responsibilities of the stakeholders:

Affirmative Action Committee Members

- Partakes in the compiling of the Affirmative Action Report and Plan.
- Ensure total implementation and compliance of the Affirmative Action Act as well as the Affirmative Action Plan.
- Serve as liaison between designated groups and management including dissemination of information.
- Attending Committee meeting and engaged in overall Affirmative Action activities.
- Create awareness to the entire Office in all Affirmative Action matters.

Accounting Officer

- Overhead responsibility and provide support to all Affirmative Action activities.
- Verify and approve the Affirmative Action Report and Plan.

Management Cadre

- Participate and support the implementation of Affirmative Action intervention.
- Ensure compliance with Affirmative Action plan to promote equal employment opportunity for all.

Financial Advisor

- Provide budget for the implementation of Affirmative Action activities.

Staff Members

- Assist in ensuring the achievement of numerical goals.
- Elect their representative on the Affirmative Action Committee.
- Attend awareness and information sharing session

8. MONITORING AND EVALUATION

- 8.1 The Affirmative Action Committee will be evaluating the progress made on the Affirmative Action Plan on a quarterly basis and provide feedback to the Management Team and the Deputy Auditor-General. The key targets of the Affirmative Action are incorporated in the performance agreement of the Head of Human Resources and the Chairperson to ensure total implementation.
- 8.2 The Office is obliged to provide an Affirmative Action report on an annual basis to the Office of the Employment Equity Commission through the Office of the Prime Minister.

Note: The Annexure C above (Model of Affirmative Action Plan) is as per the approved Affirmative Action Plan for 2023 – 2025 and it is copied to comply with the prescribed template of the report.



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE D

**THE SUMMARY OF AFFIRMATIVE ACTION MEASURES FOR THE ENSURING
REPORTING PERIOD, AS SET OUT IN
SECTION 28(2)(E)**

SUMMARY OF AFFIRMATIVE ACTION MEASURES

IN RESPECT OF THE AFFIRMATIVE ACTION PLAN FOR PERIOD: 2023 to 2025

MEASURES TO BE IMPLEMENTED TO ADDRESS EMPLOYMENT PRACTICES IDENTIFIED WITHIN THE COMPANY

Strategies	Objectives	Action Steps	Target Group	Expected Outcome / Performance Indicators	Responsible Personnel	TIME FRAME		
						Y R 2 0 2 3	Y R 2 0 2 4	Y R 2 0 2 5
Assess the efficiency of the Namibia Integrated Employment System (NIES)	To enhance the recruitment process by expediting the process	Familiarise with NIES in conjunction with Division: IT. Advertised one entry post on the NIES to test	Job seeker	The recruitment process expedited.	HR	X	X	X
Disseminate adverts of vacancies	To recruit persons with disabilities	Forward appropriate advert to the Disability Council of Namibia to channel it to persons with disabilities	Persons with disabilities	Persons with disabilities employed.	AA Committee HR All Managers and Supervisors.	X	X	X
Zero tolerance to stigma and discrimination.	To eliminate stigma or discrimination against persons with disability during the selection process	Create awareness to remove stigma and discrimination. Involve AA committee members in the recruitment process. Train all parties in the recruitment process.	All staff members	Stigma and discrimination against persons with disability removed	AA Committee HR All Managers and Supervisors	X	X	X
Create alternative methods that cater for training and development within the confine of limited resources such as in-house training	To capacitate the previous disadvantaged persons	Enforce in-house training. Make use of opportunity made available by affiliation bodies.	Designated group	Capacity created	AA Committee Training Committee HR Entire Management	X	X	X

SUMMARY OF AFFIRMATIVE ACTION MEASURES**IN RESPECT OF THE AFFIRMATIVE ACTION PLAN FOR PERIOD: 2023 to 2025****AFFIRMATIVE ACTION MEASURES/ACTIONS TO ACHIEVE NUMERICAL GOALS FOR THE 3 YEAR AFFIRMATIVE ACTION PLAN**

Strategies	Objectives	Action Steps	Target Group	Expected Outcome / Performance Indicators	Responsible Personnel	TIME FRAME		
						2023	2024	2025
Sensitize all Managers and Supervisors on AA Plan.	To obtain support for the AA Plan from all stakeholders To advocate the implementation of AA Plan during the recruitment process.	Create awareness Present the AA Plan. Emphasize the importance of the Affirmative Action Act. Involve the AA Committee members in the recruitment process.	All Managers and Supervisors	Achieved numerical goals	AA Committee HR	X	X	X
Recruit persons with disability by approaching Disability Council of Namibia	To increase the number of persons with disability in the Office.	Collect applications from organisations dealing with persons with disabilities. Adverts to encourage persons with disability to apply.	Persons with disability	Numerical goals achieved	AA Committee HR Managers and Supervisors	X	X	X
Career development for persons with disability.	To advance person with disability career wise.	Ensure that the training needs of people living with Disabilities are identified. Ensure that suitable service provider have been identified. Determine relevant activities at various stakeholders for participation of staff with disability (NDCN, OMAs etc.).	Persons with disability	Growth in Job Category of persons with disability	AA Committee HR Managers and Supervisors	X	X	X



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE E

**AN EVALUATION OF THE AFFIRMATIVE ACTION PLAN IMPLEMENTED DURING
THE IMMEDIATELY PRECEDING PERIOD**

EVALUATION REPORT ON PROGRESS OF IMPLEMENTATION OF THE AA PLAN DURING THE REPORTING PERIOD

1. INTRODUCTION

In order to promote fair employment practices and equal opportunities for people who have been historically disadvantaged, the Office of the Auditor-General (OAG) reaffirmed its commitment to implementing the Affirmative Action (Employment) Act of 1998 (Act No. 29 of 1998). This is demonstrated by the adoption of the Affirmative Action Plan, which spans three (3) years from 2023 to 2025. The three (3) year plan is accomplished by cascading it into an annual implementation action plan that includes specific and clear deliverables and are allocated to various members of the Affirmative Action Committee to lead in achieving those goals.

As the Office of the Auditor-General strives to comply with the Affirmative Action Act, it keeps on improving the livelihood of the previously disadvantaged groups through its Affirmative Action and Disability Implementation Action Plan during the year under review. Hence, the office managed to provide a Special Chair, lighter laptop and tiled one of the offices for a staff member with a disability. In light of the above mentioned, the office also managed to obtain a new Left Leg brace for another staff member living with a disability. In addition, another staff member with albinism was assisted with a bigger screen to aid his sight in the performance of his duties.

The entire implementation of the Affirmative Action Act presented certain challenges for the office. The office did not manage to purchase a trolley for the Gardener as per the above-mentioned Implementation Action Plan. Another challenge that the office is facing is that it is finding it difficult to attract qualified individuals with disabilities to fill vacant posts, particularly in the skilled and higher job groups. Despite the challenges faced by the office, it will continue creating awareness through engagement sessions to ensure that stigma and discrimination in the workplace environment is eliminated.

2. NON-NAMIBIAN EMPLOYEES

During the reporting period under review, the Office did not appoint any non-Namibian employee. Therefore, no understudy program was required.

3. STATISTICAL REPORT-TABLES (Annexure 'B')

Two hundred and twenty-five (225) employees make up the workforce profile for the year under review (2024). In this case, ten (10) employees were recruited during the year under review. There were two (2) promotions recorded during the year under review.

In 2023, the Office recorded twelve (12) terminations of service; in comparison to 2024, eight (8) terminations of service were recorded, with resignations predominating, which are attributed to better opportunities. Hence, the turnover rate has decreased by a factor of four (4) staff members.

The Office believes in capacity building to establish a knowledge-based institution. Therefore, twenty-eight (28) staff members made up of 15 male and 13 female were granted financial assistance through the Staff Development Fund (SDF).

As per the Office of the Prime Minister's determination of the public servants' salary structure, individuals with disabilities, members of racially disadvantaged groups, and members of racially advantaged groups are all paid equally in accordance with their prescribed job category.

4. DESIGNATED GROUPS

4.1 RACIALLY DISADVANTAGED

There are two hundred and twenty-five (225) employees at the office, of whom two hundred and thirteen (213) belong to the racially disadvantaged group.

The graph below shows a total number of eight-one (81) male and one-hundred and thirty-two (132) women representation from the racially disadvantaged group of which 36% are men whilst 59% are women.

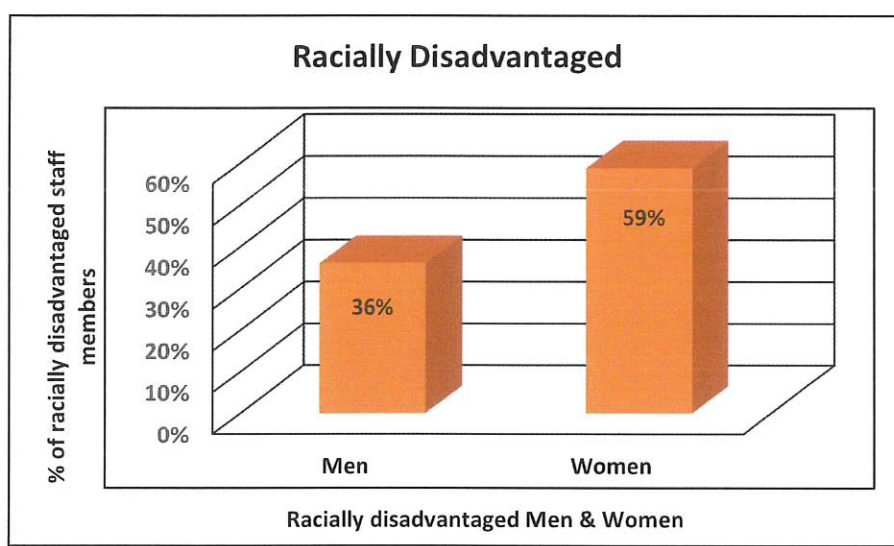


Figure 1: Racially Disadvantaged Group

4.2 GENDER BALANCE

The Office employs 225 people in total, of whom 137 are women and 88 are men. The percentages of men (39%) and women (61%), respectively, constitute the Office's workforce. Because women continue to dominate the workforce, the structure remains skewed.

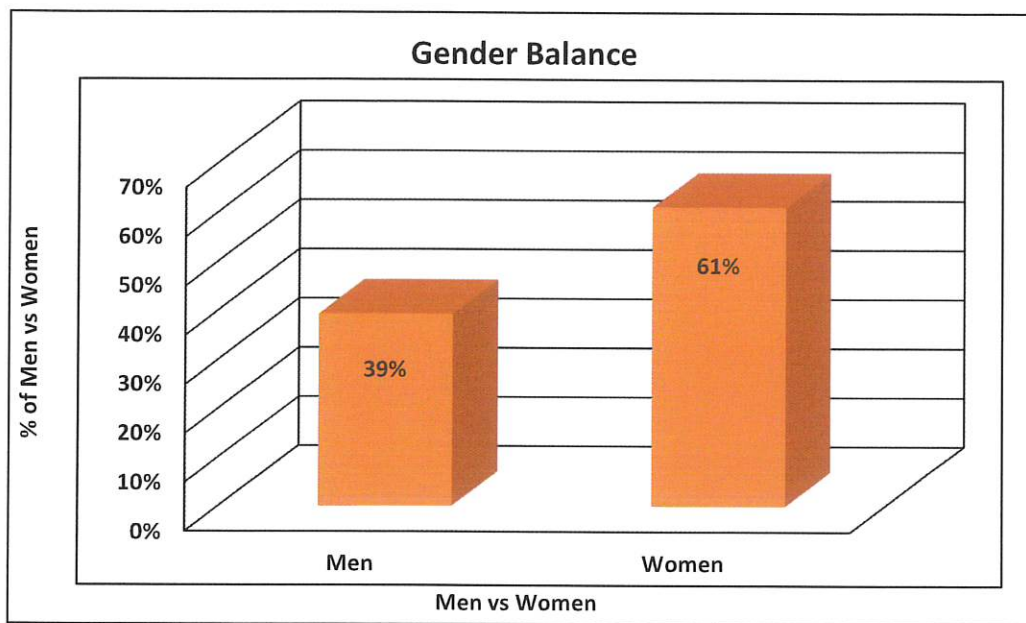


Figure 2: Gender Balance

4.3 PERSONS WITH DISABILITIES

The graph below shows a total number of eleven (11) staff members with a disability and two-hundred and fourteen (214) staff members without a disability which represents five (5)% and ninety-five (95)%, respectively.

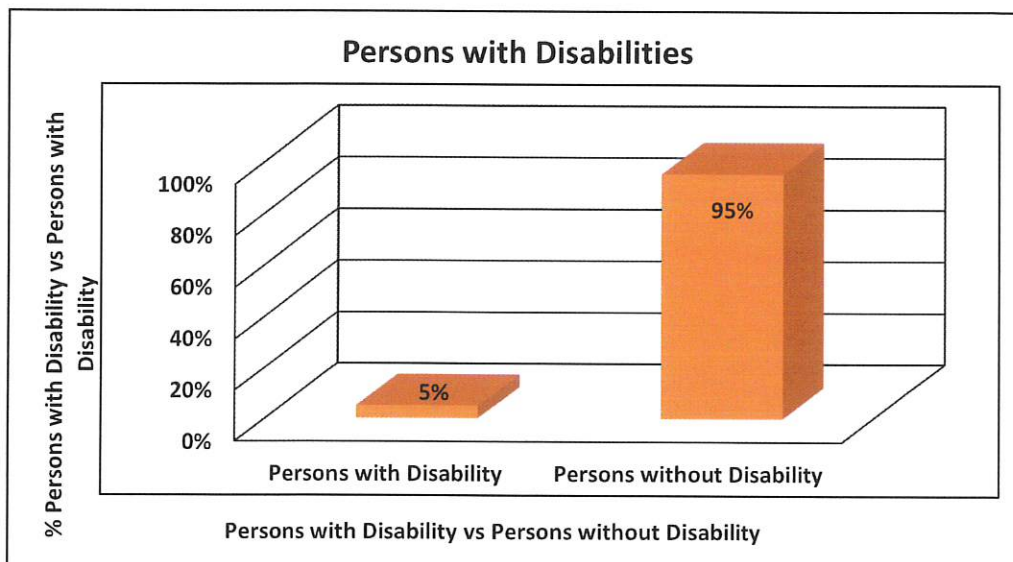


Figure 3: Persons with Disability

5. TRAINING AND DEVELOPMENT

Training and development is one of the methods that enable employees to acquire new skills and information in order to improve performance. Every financial year, the Office maintains a Training Plan for execution that is divided into two (2) categories: **Qualifying Training** and **Non-Qualifying Training**. Twenty-eight (28) staff members received qualifying training and financial assistance from the Staff Development Fund. Furthermore, non-qualifying training was provided to fifty-five (55) staff members as part of capacity building interventions. The graph below depicts the number of staff members for Qualifying Training vs Non-Qualifying Training:

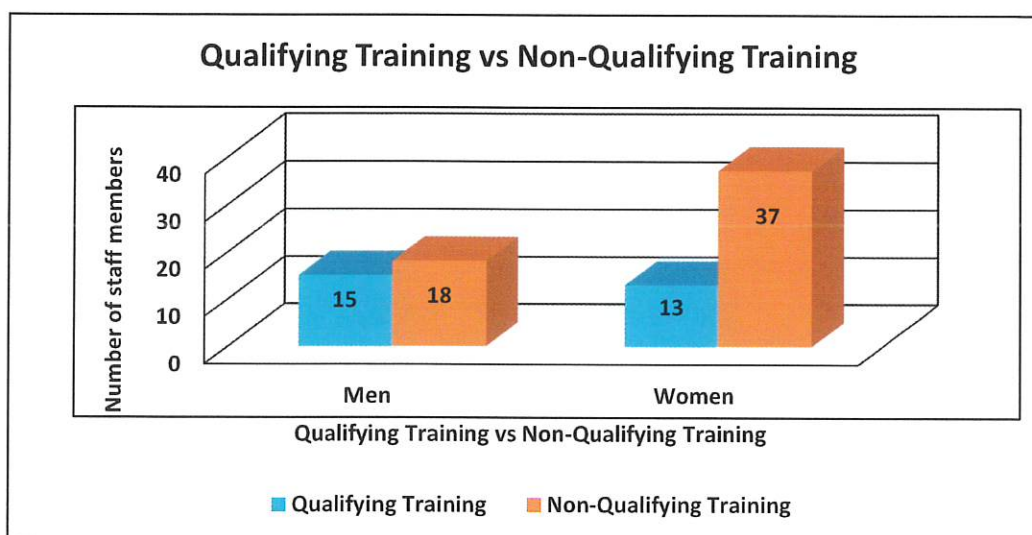


Figure 4: Qualifying Training vs Non-Qualifying Training

6. AFFIRMATIVE ACTION BUDGET

The table below depicts the Affirmative Action Budget for the financial year 2024/2025:

Amount allocated to the Affirmative Action Committee N\$ 30 000.00	
Activities	Amount
To disseminate adverts of vacancies widely including audio/subtitles	N\$ 1 000.00
To conduct Affirmative Action Committee Workshop	N\$ 1 500.00
To purchase shoes for a staff member with disability	N\$ 1 400.00
To purchase shoes for a staff member with disability	N\$ 1 400.00
To purchase gloves for two (2) staff members with disability	N\$ 300.00
To eliminate stigma or discrimination against persons with disability at working place and during recruitment (For the needs of staff members with disabilities after consultation)	N\$ 11 400.00
Affirmative Action Meetings	N\$ 3 000.00
Affirmative Action Workshop	N\$ 10 000.00

7. CONSULTATION

As the Accounting Officer, the Deputy Auditor-General is responsible for overseeing the Office's Affirmative Action procedure. In this Affirmative Action Agenda, he is supported by both the Chairperson and the Deputy Chairperson. Critical issues are discussed with the Deputy Auditor-General when needed, and the consultation occurs during the Affirmative Action sessions. During the management meeting, a few concerns also caught the interest of the entire management.


.....
GOMS MENETTE
DEPUTY AUDITOR-GENERAL
Private Bag 13299
Windhoek




.....
IMELDA HUMMEL
COMMITTEE CHAIRPERSON



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE F

RECORD OF CONSULTATION CONTEMPLATED IN SECTION 24

Minutes attached of all meetings conducted for the year 2024

17 – 21 June 2024
25 September 2024
04 December 2024

Attendance Registers of all meetings and training conducted for the year 2024

17 – 21 June 2024
25 September 2024
04 December 2024



REPUBLIC OF NAMIBIA

**EMPLOYMENT EQUITY COMMISSION
AFFIRMATIVE ACTION (EMPLOYMENT) ACT, 1998**

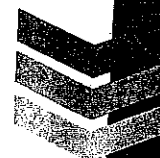
FURTHER AFFIRMATIVE ACTION REPORT

ANNEXURE G

**ALL OTHER RELEVANT RECORDS AND/OR DOCUMENTATION USED TO COMPILE THIS
REPORT**

- Approved Affirmative Action Plan for 2024– 2025

**MINUTES OF THE AFFIRMATIVE
ACTION COMMITTEE MEETING
HELD ON 21 JUNE 2024, AT ANTI-
CORRUPTION BOARDROOM,
OTJIWARONGO, TIME: 08H30**



Office of the Auditor-General
[Phone number: 061-285 8207]
[email: snangombe@oag.gov.na]

MEMBERS PRESENT

Ms. I. Hummel (Chairperson)
Ms. S. Nangombe (Secretary)
Mr. M. Shangadi
Mr. N. Ndeshuuva
Ms. R. van Wyk
Ms. B. Nakaambo
Mr. F. Karamata
Mr. J. Haimbodi
Mr. A. Inkono

ABSENT WITH APOLOGY -
Ms. B. Nakaambo

		The Disability Policy. See meeting recording at Point 4.2 of this minutes. Big screen computer Mr. Metarere received a big screen computer. Matter considered done Discussions Arising: It was further elaborated that the OAG assistance to the needs for disability vs the Institution benefits need to be considered and agreed at the relevant platform. (i.e. the support to buy identified needs vs the termination of service) The above matter to be considered and added in the drafted policy.	
Promote zero tolerance to stigma and discrimination against persons with disability during the selection process	Mr Haimbodi Jeremia Ms. Benita Nakambo, Ms. RV van Wyk	Pending: <i>Assigned Co Members to ensure:</i> <i>The Affirmative Action reports and plan to be uploaded on the office intranet</i> Shortcomings shared during the meeting: - The AA event should be a stand-alone event; Not with another engagement. - Induction and Orientation with supervisors/divisions/departments. - Induction/Orientation an HR Function. - Engagement with Supervisors/Division/Department - An element of Team Building could be considered - No skill required position – Have informal interview with the relevant division/supervisor and perhaps inclusive of the AA Co members.	
Create awareness to remove stigma and discrimination. (Make the AA report and plan accessible by all members, always make reference to the acceptable terminology, obtain pamphlets and relevant contents either hard or electronic to distribute)			
Link PRO and AA Committee initiatives related to matters of disability (obtain feedback from PRO representative on PRO activities linking with the AA implementation plan initiative.	Ms. Benitha Nakambo.	Ongoing PRO to always liaise with AA Committee whenever they involve persons with disability in their activities.	
Awareness to all staff in the recruitment process and numerical goals for AA Co in	Mr Haimbodi Jeremia Ms. Benita Nakambo,	Done. Feedback from the engagement was shared. It was proposed that the suggestions could be on the new AA and Disability Implementation plan.	

3.2 Facilitate Sign Language Training HR to follow up with training committee for quarter one (1), to be reported in the next meeting.	HR
3.3 Budget 2023/2024– Affirmative Action Committee New budget was approved with N\$30 000	All AAC Members
3.4 Appointment Of Wellness Committee Representative At AA Committee A person replacing Ms. Hamunyela will be appointed to the Committee.	
4. NEW MATTERS	
4.1 Discrimination: Disability matter Mr. Shangadi reported that HR and User department held a meeting where the issue was discussed and dealt with. That meeting heard that; Mr Abraham was appointed in the Procurement department and there was a Dr. request that, Procurement is too busy for him, the office move him to Registry where he was offered training but he did not attend the training, he didn't want to co-operate, and then he was moved to Reproduction where he is currently working. The matter is considered done at the Committee level.	Mr. Shangadi
4.2 Disability Policy The Committee started with the revision of the Policy, it will continue working on it during the course of the year and it will be finalized in the second quarter.	All Committee members
4.3. Nature of Disability vs Institutional Needs The matter was discussed and in summary the below points were elaborated. • A suggestion was made that the main focus should be to be benefit of the Institution. At present it seems the consideration is leaning towards individualism vs the benefit of the Institution. • Priority to the person with disability vs the benefit of the Institution. • The staff with disability needs to be assisted in order to perform their duties. • It was resolved that the AA Co need to look genuinely at the matter being raised. • It was discussed and resolved that the AA Co is doing its best to comply with the requirements of the respective Acts and the score to outputs of the Committee confirm the achievement of the Committee and as an Institution. • In reference to the discussion, it was shared that the Institution should still outlive the human capital. • Reference was made to other cases where the OAG did not benefit from support. To be weary of; not as such that there is a disagreement. • Is it perhaps an issue of Ministry of Gender? • The PSC could be approached in assistance on individual request. • Investment to Disability vs the Institution • The nature of the disability can be considered as per earlier discussion recorded at To have ad hoc interview and consider a suitable candidate. <i>The Committee to ensure that points under 4.3 are discussed and incorporated in the Policy.</i>	Ms. B. Nakaambo

**MINUTES OF THE AFFIRMATIVE
ACTION COMMITTEE MEETING
HELD ON 25 September 2024, AT FLOOR
4, CONSULTING ROOM, OAG HQ,
TIME: 08H30**

Office of the Auditor-General
[Phone number: 061-285 8207]
[email: snangombe@oag.gov.na]

MEMBERS PRESENT

Ms. I. Hummel (Chairperson)
Ms. S. Nangombe (Secretary)
Mr. M. Shangadi
Mr. F. Karamata
Ms. R. van Wyk
Mr. J. Haimbodi
Mr. A. Inkono

ABSENT WITH APOLOGY -

Ms. B. Nakaambo
Mr. N. Ndeshuuva

Promote zero tolerance to stigma and discrimination against persons with disability during the selection process		
Create awareness to remove stigma and discrimination. (Make the AA report and plan accessible by all members, always make reference to the acceptable terminology, obtain pamphlets and relevant contents either hard or electronic to distribute)	The Affirmative Action reports and plan to be uploaded on the office intranet	Mr Shangadi will upload the AA Report & Plan to the intranet. The date for action was agreed for 25 September 2024.
Connect/Network opportunity for person with disability for growth -National level (i.e. Disability Council)	Ms. Benitha to provide the team with relevant contact person information. Matter to be added on the new plan	Pending Background Create relationship/ and liaise with other OMA/s and find out what national teams/activities they have that involves persons with disability so that OAG can allow persons with disability to participate.
Building Infrastructure	Ms R van Wyk	New matter discussed: Loose tiles/Interlocks at the Entrance walkway The matter needs attention and will be done via the Maintenance Team. Ms R van Wyk to give feedback at the next meeting.
Compiling the data and draft the AA report.	Mr. Maty Shangadi and Mr. Nehemia Ndeshuwa	Pending. Background To get checklist in order to find out whether the Committee compliance with the regulation. Report is submitted waiting for the feedback.
2024/2025		
Refer to the 2024/2025 Affirmative Action and Disability Implementation Plan.		
Assigned Committee members to report on activities and Report per Quarter and matters outstanding.		

**MINUTES OF THE AFFIRMATIVE ACTION COMMITTEE MEETING
HELD ON 25 September 2024, AT FLOOR 4, CONSULTING ROOM,
OAG HQ, TIME: 08H30**

Imelda Hummel

**IMELDA HUMMEL
CHAIRPERSON**

11/12/2024

DATE

COMMENTS BY DAG:

.....
.....
.....
.....

G. Menette

**G. MENETTE
DEPUTY AUDITOR-GENERAL**

11/12/2024

DATE

**MINUTES OF THE AFFIRMATIVE
ACTION COMMITTEE MEETING
HELD ON 04 DECEMBER 2024, AT FLOOR
4, CONSULTING ROOM, OAG HQ,
TIME: 14H30**



Office of the Auditor-General
[Phone number: 061-285 8207]
[email: snangombe@oag.gov.na]

MEMBERS PRESENT

Ms. I. Hummel (Chairperson)
Ms. S. Nangombe (Secretary)
Mr. M. Shangadi
Ms. R. van Wyk
Mr. N. Ndeshuuva
Mr. J. Haimbodi
Mr. A. Inkono

ABSENT WITH APOLOGY -

Ms. B. Nakaambo
Mr. F. Karamata

<i>electronic to distribute)</i>			
Connect/Network opportunity for person with disability for growth	Ms. Benitha to provide the team with relevant contact person information. Matter to be added on the new plan	Matter is Pending Background Create relationship/ and liaise with other OMA/s and find out what national teams/activities they have that involves persons with disability so that OAG can allow persons with disability to participate.	
3.1.2 DISABILITY AND AFFIRMATIVE ACTION PLAN 2023/2024 (Pending matters) Assigned Committee members to report on activities and Report per Quarter and matters outstanding.			
MONTH	PLANNED ACTIVITIES	ACTION STEPS	RESPONSIBLE PERSON
QUARTER 1			
Jun 2024 and ongoing	To enhance the recruitment process by advertising through NIES	- Administration grade 12 was advertised (Transport officer) - Matter done	Mr. N. Ndeshuuva
Jun 2024 and Ongoing	To disseminate adverts of vacancies widely including audio / subtitles	- Provide Disability Council with the Office vacant posts; Clearance was received in the current quarter, and the office received the go ahead to advertise through NIES - Engage PRO to design audio advertising; and - Expedite the advertising of vacant posts in the radio and other media platform. Matter is pending	Mr. N. Ndeshuuva and Ms. B. Nakaambo <i>The matter is ongoing</i>
Jun 2024	To obtain PDP for staff members with disabilities	- Engage L & D to obtain PDP - Submit the PDP to the Affirmative Action Committee - Ensure that all staff members with disabilities are trained	Mr. N. Ndeshuuva Matter is pending
QUARTER 2			
Jul 2024	To purchase shoes for a staff member with	- Staff member engaged; - The staff member to submit the receipt and refund to	Ms. R. van Wyk

Jul 2024	To capacitate the previous disadvantaged persons	- Assess the Annual Training Plan; - Obtain quarterly feedback on the implementation of the Training Plan; and - Make appropriate recommendation to the Training Committee. - Consult with Training Committee and validate the training for persons with disabilities.	Mr. M. Shangadi and Mr. J. Haimbodi	Revert back
Jul 2024	To motivate staff members with disabilities to declare their status of disabilities and encourage the use of digital translation during engagements	- A memo was drafted and circulated to all staff member - IT was engaged on the use of digital translation; and it was communicated that they - Obtain approval and circulate to all staff members.	Mr. M. Shangadi and Mr. J. Haimbodi	
Aug 2024	Review disability policy	- Study relevant documents; - Incorporate Affirmative Action elements; and - Obtain approvals.	Mr. M. Shangadi with all Committee members	
Sept 2024	Information sharing	Upload AA and Disability plans and reports on the Intranet	Mr. M. Shangadi	
Sept 2024	Affirmative Action Meeting	- Schedule and invite committee members; and - Conduct a meeting	Ms Selma Nangombe	
QUARTER 3				
Oct 2024	To recruit more persons with disabilities	- Obtain data base of persons with disabilities; - Consult respective Unit within the Office; - Identify potential candidates; - Conduct informal interviews inclusive of the user department; and - Obtain recommendation and Seek approval.	Mr. N. Ndeshuva	
Ongoing				

3.2 Facilitate Sign Language Training

A follow up to be made with the Training Committee. It was suggested to revisit this activity on the Program, due to previous training challenges assessed.

3.3 Budget 2023/2024– Affirmative Action Committee

N\$1500 was deducted for the teambuilding activity during the week of the Workshop held in Otjiwarongo during June 2024.

3.4 Appointment Of Wellness Committee Representative At AA Committee

The recruit to join this Committee will start duty on 01 November 2024.

3.5 Disability Policy - AA & Disability Policy

The draft policy will be shared with all committee members. Members were urged to study the policy and provide input. The due date is 04 October 2024.

The Chairperson attended a workshop and will share the National Policy Documents for incorporation into the new OAG policy.

It was proposed that a day be set, for the Committee members to finalize the AA and Disability Policy. Refreshments to be catered for.

3.6 Nature of Disability vs Institutional Needs

The Committee to ensure that points under 4.3 of the minutes dated 21 June 2024 are discussed and incorporated in the Policy.

4. NEW MATTERS

4.1 No new matter was discussed.

5. ANY OTHER BUSINESS

5.1 AA Committee TOR vs Attendance

The requirement of the TOR was briefly discussed concerning absence from meetings and committee members no longer efficiently performing duty as committee members. Feedback will be given at the next meeting for committee members in default.

6. NEXT MEETING

The next meeting will be on 04 December 2024.

7. CLOSING

The meeting was closed at 10H21



SELMA NANGOMBE
SECRETARY



IMELDA HUMMEL
CHAIRPERSON

29.01.2025
DATE

29.01.2025
DATE

Mr Shangadi

All AAC
Members

Mr.
Shangadi

Ms. Hummel

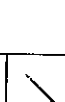
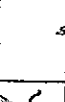
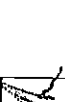
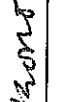
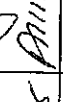
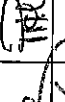
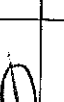
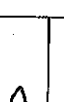
AA Co members

All Committee
members

Ms. B. Nakaamb

ATTENDANCE REGISTER FOR AFFIRMATIVE ACTION COMMITTEE WORKSHOP HELD

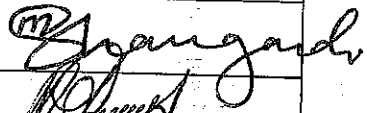
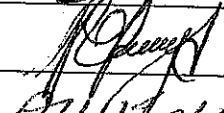
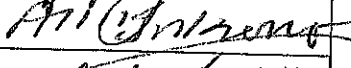
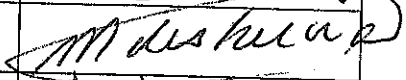
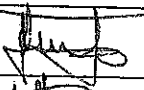
IN OTJIWARONGO FROM 17 TO 21 JUNE 2024.

INITIAL & SURNAME	Monday 17/06/24	Tuesday 18/06/24	Wednesday 19/06/24	Thursday 20/06/24	Friday 21/06/24
1. Ms. I. Hummel					
2. Mr. M. Shangadi					
3. Ms. R. van Wyk					
4. Mr. J. Haimbodi					
5. Mr. A. Inkono					
6. Mr. F. Karamata					
7. Mr. N. Ndeshuuva					
8. Ms. S. Nangombe					

**ATTENDANCE REGISTER FOR AFFIRMATIVE ACTION COMMITTEE MEETING
HELD ON 25 SEPTEMBER 2024, IN THE CONSULTING ROOM, FOURTH FLOOR
FROM 08H30 TO 10H21**

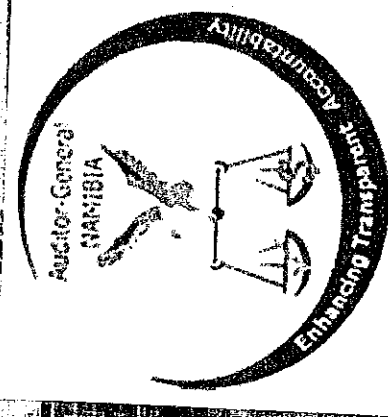
Members present		
Name & Surname	Group	Member's signature
1. Ms. I. Hummel (Chairperson)	Racially disadvantaged woman	<i>I. Hummel</i>
2. Mr. M. Shangadi (Deputy Chairperson)	Racially disadvantaged man	<i>M. Shangadi</i>
3. Ms. R. van Wyk	Racially disadvantaged woman	<i>R. van Wyk</i>
4. Mr. A. Inkono	Racially disadvantaged man	<i>A. Inkono</i>
5. Mr. J. Haimbodi	Racially disadvantaged man	<i>J. Haimbodi</i>
6. Mr. F. Karamata	Racially disadvantaged man and person with disability	<i>F. Karamata</i>
7. Ms. S. Nangombe (Secretary)	Racially disadvantaged woman	<i>S. Nangombe</i>

**ATTENDANCE REGISTER FOR AFFIRMATIVE ACTION COMMITTEE MEETING
HELD ON 04 DECEMBER 2024, IN THE OAG 4TH FLOOR CONSULTING ROOM 14H30**

Members present		
Name & Surname	Group	Member's signature
1. Ms. I. Hummel (Chairperson)	Racially disadvantaged woman	
2. Mr. M. Shangadi (Deputy Chairperson)	Racially disadvantaged man	
3. Ms. R. van Wyk	Racially disadvantaged woman	
4. Mr. A. Inkono	Racially disadvantaged man	
5. Mr. N. Ndeshuuva	Racially disadvantaged man	
6. Mr. J Haimbodi	Racially disadvantaged man	
7. Ms. S. Nangombe (Secretary)	Racially disadvantaged woman	

Office of the Auditor General

Affirmative Action and Disability Implementation Action Plan 2024/2025



Jul 2024	To purchase shoes for a staff member with disabilities (Mr Karamata)	- Engage the staff member; - Obtain receipt and arrange for refund (staff member paid for the repair of old shoes).	Ms. R. van Wyk	N\$ 1400-00
Jul 2024	To purchase shoes for a staff member with disabilities (Mr Mikasius)	- Engage the staff member; - Liaise with Central Hospital Orthopedic Centre; - Obtain quotations; and - Arrange purchasing in consultation with procurement.	Ms. R. van Wyk	N\$ 1400-00
Jul 2024	To obtain a wheelie bin for Mr. Mikasius	To arrange for a wheelie bin for Mr. Mikasius	Ms. I. Hummel (Bin)	N\$ 1400-00
Jul 2024	To purchase gloves for person with disability (Mr Karamata and Ms Makanda)	- Engage the staff members; - Obtain quotations; and - Engage procurement and purchase the gloves.	Ms. B Nakaambo and Ms. I. Hummel	N\$ 300-00
Jul 2024	To include Affirmative Action elements in induction and orientation program	- Engage I & D - Provide necessary information	Mr. N. Ndeshuuva	
Jul 2024	To consult the National Disability Council	- Conduct AA Committee meeting and brainstorm on engagement with the Council; - Schedule and invite; and - Conduct the meeting.	Ms. S. Nangombe	
Jul 2024	To eliminate stigma or discrimination against persons with disability at working place and during recruitment.	- Conduct engagement session; - Prepare presentation; - Arrange a gathering; - Create awareness to remove stigma and discrimination.	Ms. I. Hummel and Ms. R. van Wyk (management cadre), Ms. B. Nakaambo and Mr. M. Shangadi (staff members), Entire committee (persons with disabilities; use of digital translation).	N\$ 11400-00 (for the needs of staff members with disabilities after consultation)

QUARTER 4

January 2025	Submit AA report timely	- Scrutinize the AA report; - Obtain appropriate signatures; and - Forward the AA report to Employment Equity and Commission via OPM.	Ms. S. Nangombe and all Committee members	N/A
Feb 2025	Affirmative Action Meeting	- Schedule and invite committee members; and - Conduct a meeting	Ms. S. Nangombe	
Feb 2025	Affirmative Action workshop	- Schedule and arrange - Procure T-shirts for the Committee members - Conduct the workshop	Ms. S. Nangombe and Ms. R. van Wyk AA Committee members	N\$ 10000-00
Feb 2025	To advance career development for persons with disability	- Sensitize staff members with disabilities on the availability of SDF; - Encourage applications for funding for studies; - Ensure training opportunities for persons with disabilities are part of the Annual Training Plan; and	Mr. M. Shangadi Mr. N. Ndeshuva and Mr. A. Inkono	
Total				N\$ 30000-00

M. Shangadi

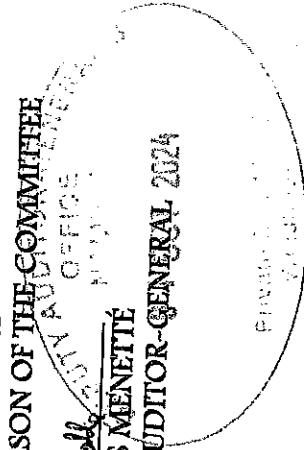
Mr. Matty Dons Shangadi
DEPUTY CHAIRPERSON OF THE COMMITTEE

Ms. Imelda Hummel

CHAIRPERSON OF THE COMMITTEE

Mr. GOMS MENETTE

DEPUTY AUDITOR-GENERAL 2024





Republic of Namibia



OFFICE OF THE AUDITOR-GENERAL

Tel: (264) (061) 2858000
Fax: (264) (061) 224301
www.oag.gov.na

Private Bag 13299

WINDHOEK
9000

Our Ref: 1/7/4

Your Ref:

Enquiry: Imelda Hummel

29 January 2025

The Executive Director
Office of the Prime Minister
Private Bag 13338
Windhoek

SUBMISSION OF FURTHER AFFIRMATIVE ACTION REPORT FOR THE PERIOD 01 JANUARY – 31 DECEMBER 2024

Kindly find the Further Affirmative Action Report for the period 01 January – 31 December 2024
for the Office of the Auditor-General

Yours sincerely,


GOMS MENETTE
DEPUTY AUDITOR-GENERAL


Sabina
Uupind
30/01/2025