

REPORT TO: URBAN WASTE MANAGEMENT PORTFOLIO COMMITTEE

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**1. ITEM NUMBER UWM 07/09/24**

**2. SUBJECT**

URBAN WASTE MANAGEMENT UPDATE ON FILLING OF VACANCIES JULY 2024

ONDERWERP

VORDERINGSVERSLAG VIR STEDELIKEAFVALBESTUUR OOR DIE VUL VAN VAKATURES: JULIE 2024

UMXHOLO

INGXELO ENGOKUGCWALISWA KWEZITHUBA ZEMISEBENZI YOLAWULO LWENKUNKUMA  
EZIDOLOPHINI: EYEKHALA 2024

Enter LSU Number Here

**3. DELEGATED AUTHORITY**

In terms of delegation

This report is FOR NOTING BY

- Committee name** : Urban Waste Management
- The Executive Mayor together with the Mayoral Committee (MAYCO)
- Council

**4. DISCUSSION**

**1. DISCUSSION**

This report is to provide an update on progress with the filling of vacancies in the Urban Waste Management Directorate.

## **1. URBAN WASTE MANAGEMENT VACANCY PERFORMANCE**

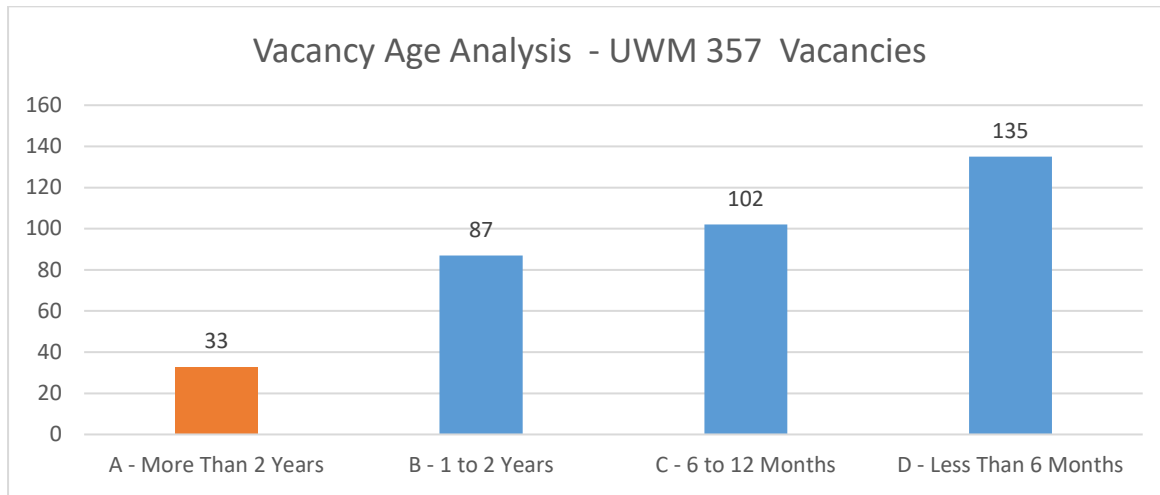
The extent to which an organisational structure is populated and accepted is an indication of the relevant units' ability to execute on its service delivery mandate. As such the City of Cape Town considers the "filling of vacancies" to be a key performance indicator.

It is accepted that the processes, resources and factors influencing the filling of vacancies differ from directorate to directorate. The official SAP figures confirm that the Urban Waste Management Directorate, achieving a vacancy rate of 8.26% during the period of July 2024.

<b>DIRECTORATE</b>	<b>FILLED POSTS (Perm)</b>	<b>VACANT POSTS</b>	<b>TOTAL POSTS</b>	<b>Turnover Rate</b>	<b>Target Vacancy Rate</b>	<b>Achieved Vacancy Rate</b>
<b>URBAN WASTE MANAGEMENT</b>	<b>3311</b>	<b>357</b>	<b>3668</b>	<b>6.49%</b>	<b>10%</b>	<b>8.26%</b>

<b>UWM DIRECTORATE</b>	<b>FILLED POST (PERM)</b>	<b>VACANCIES</b>	<b>Targeted Fills End July 2024</b>
Office of the Executive Director (Office Man)	1	1	0
Finance and Capital Implementation Department	43	15	5
HR Business Partner Office	8	3	3
Integrated Planning and Waste Strat Department	81	6	2
Project Management Office	9	2	0
Public Empowerment & Development Department	32	9	5
Support Services: UWM	3	0	0
Waste Services Department	3134	321	124
<b>GRAND TOTAL</b>	<b>3311</b>	<b>357</b>	<b>139</b>

## **2. VACANCY AGE ANALYSIS**



## 2.1 BREAKDOWN VACANCIES OLDER THAN 2 YEARS

Department	Branch	Designation	Number Vacant	Status
<b>Finance and Capital Implementation</b>	Capital Projects	Manager: Capital Projects	1	Appointment
<b>Waste Services</b>	Directors Office	Office Assistant	1	Appointment
<b>Waste Services</b>	Cleansing	Operator: Mechanical Plant - Grade 1	1	Abolish
<b>Waste Services</b>	Disposal	Operator: Mechanical Plant - Grade 3	1	Appointment
<b>Waste Services</b>	Cleansing Collections	Team Leader	6	Appointment :2 Abolish: 4
<b>Waste Services</b>	Cleansing	Operational Supervisor - Driver	8	Shortlist
<b>Waste Services</b>	Cleansing	Stores Helper	1	Shortlist
<b>Waste Services</b>	Collections	Attendant	3	Abolish
<b>Waste Services</b>	Disposal	Specialist Clerk	1	Shortlist
<b>Waste Services</b>	Collections	Senior Superintendent	1	Shortlist
<b>Waste Services</b>	Collections	Principal Professional Officer : DSP	1	Advert
<b>Waste Services</b>	Collections	Head: Operations Co-ordination	1	NOA
<b>Waste Services</b>	Collections	Driver Grade 2	1	Appointment
<b>Waste Services</b>	Disposal	Specialist Engineering Artisan	1	Shortlist
<b>Waste Services</b>	Engineering and Asset Management	Senior Handyman	3	Abolish

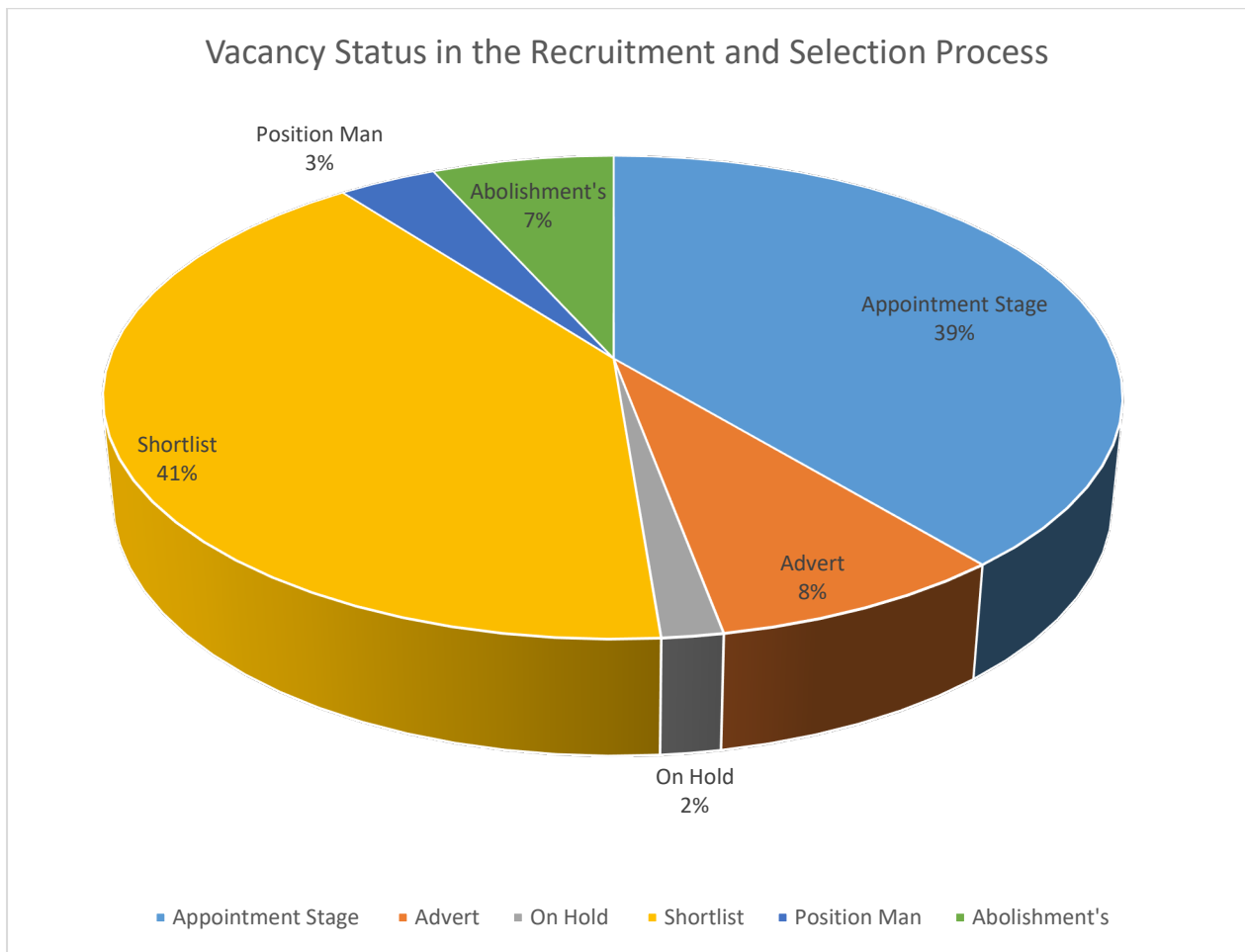
<b>Waste Services</b>	Engineering and Asset Management	Head: Workshops	1	Change JD
<b>Waste Services</b>	Engineering and Asset Management	Head: Fleet	1	Change JD
<b>Total: 33</b>				

**3. RECRUITMENT AND SELECTION PROGRESSION**

In order to fast track the filling of vacancies, positions are grouped in bulk processes. This process helps to fill current and future vacancies. It assists in addressing consequential vacancies. Database of alternate candidates are established to fill positions as they become vacant.

Together with the Line Managers positions in Managerial Levels, High Level Specialist, Professional and Administrative positions are identified and prioritised within the directorate.

The chart below identifies the UWM Vacancy Overview within each phase in the Recruitment and Selection process.



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### 3.1 FAST TRACKING MECHANISMS- TARGET FILLS

The tables below displays the breakdown of the target fills per department.

<b>Waste Services</b>					
<b>Total Number of Vacant Positions - 340</b>					
<b>Target Fills: 124</b>					
<b>Action</b>	<b>Branch</b>	<b>Designation</b>	<b>T-Level</b>	<b>No.</b>	<b>Appointment Date Target</b>
<b>Appointments (30)</b>	Directors Office	Office Assistant	T05	1	Appointed: 01 August 2024
	Waste Services Collections (12)	Worker	T02	11	Appointed: 01 August 2024
	Disposal (4)				
	Waste Minimisation (1)				
	Cleansing	Specialist Clerk	T08	1	Appointment: 1 September
	Collections(1)	Clerk	T05	5	Appointment 1 September
	EAM (2)				
	Support Services (1)				
	Waste Minimisation (1)				
	Disposal	Operator: Mechanical Plant Grade 3	T07	3	Appointment: 01 September 2024
	Cleansing	Senior Foreman	T09	3	Appointment: 01 September 2024
	Cleansing	Senior Superintendent	T13	1	Appointment: 1 September
	EAM	Fleet Coordinator	T09	4	Appointment: 01 September 2024
	Disposal	Head: Research and Development	T16	1	Appointment: 01 September 2024
	<b>Contract Generation (29)</b>	Cleansing (7)	Worker	T02	11
Collections (4)					
Cleansing		Team Leader	T05	14	Target Appointment: 01 September 2024
EAM (2)		Clerk	T05	4	

	Support Services (1)				Target Appointment: 01 September 2024
	Cleansing (1)				
<b>Notice of Appointment (65)</b>	Cleansing (21)	Worker	T02	46	Target Appointment: September/ October 2024
	Collections (18)				
	Disposal (7)				
	Cleansing	Team Leader	T05	1	Target Appointment: 01 September 2024
	Cleansing	Senior Foreman	T09	11	Target Appointment: 01 October 2024
	Disposal	Technician	T11	1	Target Appointment: 01 September 2024
	Disposal	Head: Operations Coordinator	T15	1	Target Appointment: 01 September 2024
	Collections	Driver 1/2	T4 & T5	2	Target Appointment: 01 October 2024
	Support Services	Head EPWP	T14	1	Target Appointment: 01 September 2024
	Support Services	Specialist Clerk	T09	2	Target Appointment: 01 October 2024
		Grand Total		124	

<b>Finance and Capital Implementation</b>					
Total Number of Vacant Positions - 15					
Targeted Fills -5					
Department	Branch	Designation	T-Level	No	Appointment Date/ Target
Finance and Capital Implementation	Capital Projects	Specialist Clerk	T13	3	NOA - Target Appointment 1 October
Finance and Capital Implementation	Capital Projects	Manager: Capital Projects	T18A	1	Appointment - 1 September

<b>Finance and Capital Implementation</b>	Expenditure: UWM	Professional Officer	T12	1	Appointed- 01 August 2024
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### Public Empowerment & Development

Total Number of Vacant Positions - 9

Targeted Fills -5

Department	Branch	Designation	T-Level	No	Appointment Date/ Target
<b>Public Empowerment &amp; Development</b>	Projects and Support	Clerk	T05	3	Target Appointment: 1 September 2024
	EPWP and CDW				
<b>Public Empowerment &amp; Development</b>	EPWP and CDW	Professional Officer	T12	1	Target Appointment- 01 September 2024
<b>Public Empowerment &amp; Development</b>	Special Projects and Support	Manager: Programmes & Special Projects	T17A	1	Appointment - 01 October 2024

### Integrated Planning & Strategy

Total Number of Vacant Positions -7

Targeted Fills -2

Department	Branch	Designation	T-Level	No	Appointment Date/ Target
<b>Integrated Planning</b>	Events and Partnerships	Clerk	T05	1	Target Appointment: 01 September 2024
<b>Integrated Planning</b>	Planning and Strategy	Manager: Planning and Strategy	T20A	1	Contract Generation- September 24

### Human Resource Business Partner

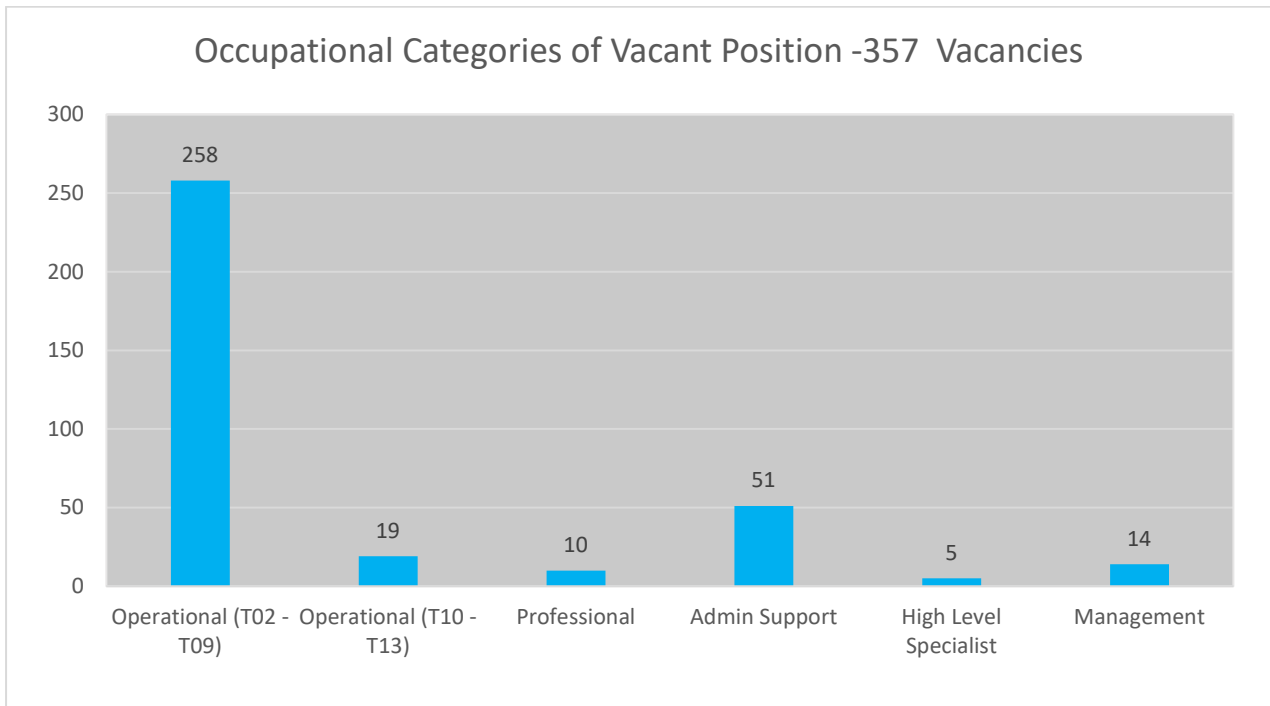
Total Number of Vacant Positions - 3

Targeted Fills - 4



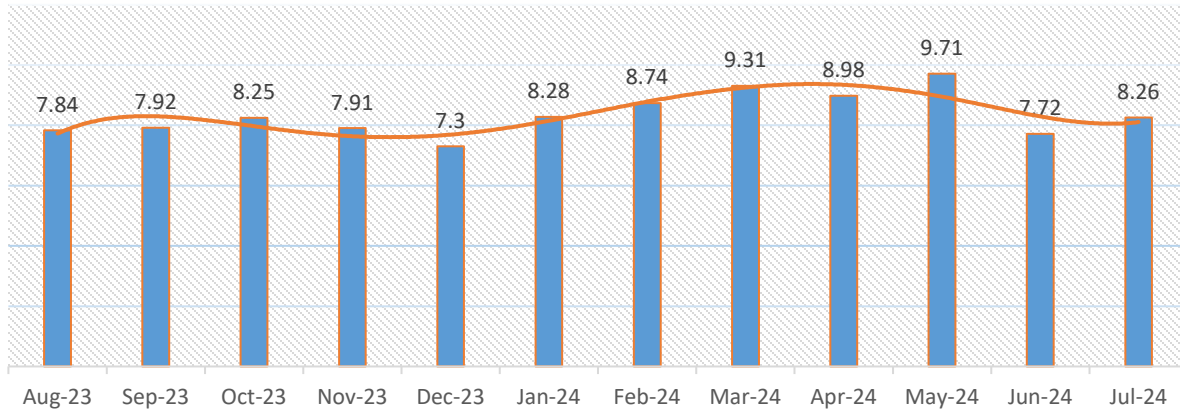
Department	Branch	Designation	T-Level	No	Appointment Date/Target
Human Resource Business Partner	HR: Recruitment	Clerk	T5	3	Target Appointment: 01 September 2024

**4. OCCUPATIONAL CATEGORY – BREAKDOWN**



**5. TABLE: MONTHLY VACANCY RATE**

Urban Waste Management Vacancy Rate Per Month - August 23 -  
July 2024 as %



### Challenges in Filling Vacancies

- Permanent appointments within the Directorate continues to be favourable and in line with the Corporate Target of 10 %. The Impact of the staff turnover rate remains a contributing factor to the vacancy rate increasing.
- There is a noticeable increase in the staff turnover at 6.49% as at end July. In the month of July, we had 31 terminations. The terminations includes, 7 dismissals, 11 resignation, 12 retirements and 1 Medical Boarded.
- Consequential vacancies that result from the appointment of internal staff members, where a more senior position is filled but due to it being an internal promotion, a vacancy is created against the position that the internal staff.
- Computerized assessment venues are limited within the City; this remains a concern and challenge.
- Existing backlogs within City Health Facilities to conduct medical assessments, directly influencing the Operational Supervisor Driver positions.

### 6. Urban Waste Management - Profile and Targets - June 2024

<b>URBAN WASTE MANAGEMENT</b>		<b>PROFILE AND TARGETS</b>	
<b>MONTH</b>	<b>JUN 2024</b>	<b>KEY DATE</b>	<b>2024/06/30</b>

<b>TOTAL WORKFORCE</b>
3 291

<b>TARGET SETTING POPULATION</b>
3 286

<b>FOREIGN NATIONALS</b>
5

MANAGEMENT LEVEL 1-3		
	%	Employees
EE PLAN TARGET 23/24	75%	11
CURRENT ACHIEVEMENT	92.86	13

DISABILITY		
	%	Employees
EE PLAN TARGET 23/24	2.00%	66
CURRENT ACHIEVEMENT	1.22	40

WOMEN		
	%	Employees
EE PLAN TARGET 23/24	35.43%	1164
CURRENT ACHIEVEMENT	34.60	1137

DESIGNATED		
	%	Employees
EE PLAN TARGET 23/24	90%	2957
CURRENT ACHIEVEMENT	99.12	3257

4.1. Financial Implications

- None  
  Opex  
  Capex  
 Capex: New Projects  
 Capex: Existing projects requiring additional funding  
 Capex: Existing projects with no additional funding requirements

4.2. Policy and Strategy    Yes    No

4.3. Legislative Vetting    Yes    No

4.4. Legal Implications    Yes    No

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4.5. Staff Implications  Yes  No

4.6. Risk Implications  Yes The risks for approving and/or not approving the recommendations are listed below:

No Report is for decision and has no risk implications.

No Report is for noting only and has no risk implications.

4.7. POPIA Compliance  Yes It is confirmed that this report and the content of the annexures have been checked and considered for POPIA compliance.

## 5. RECOMMENDATIONS

It is recommended that the “Urban Waste Management Update on Filling of Vacancies” report BE NOTED

### AANBEVELING

Daar word aanbeveel dat daar KENNIS GENEEM WORD van die vorderingverslag vir stedelikeafvalbestuur oor die vul van vakatures.

### ZINDULULO

Kundululwe ukuba MAKUQWALASELWE ingxelo engokugcwaliswa kwezithuba zemisebenzi yoLawulo lweNkunkuma eziDolophini

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## ANNEXURES

### FOR FURTHER DETAILS CONTACT

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DIRECTORATE	Urban Waste Management	FILE REF NO	

## Approval Form

Supported for inclusion on the agenda



### URBAN WASTE MANAGEMENT UPDATE ON FILLING OF VACANCIES JULY 2024

**Report Reference:** 526460  
**Meeting:** Section 79 Portfolio Committee - Urban Waste Management  
**Meeting Date:** 02.09.2024  
**Meeting Venue:** Council Chamber  
  
**Contact Person:** ZIYANDA NGQANGWENI  
**Contact Telephone:** 0214009331  
**Contact Email:** ZIYANDA.NGQANGWENI@CAPETOWN.GOV.ZA

Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	Ziyanda Ngqangweni	Approved	21.08.2024 21:19:18	
02	Director/Directorate Support Manager/Chief	Nompilo Nani	Approved	22.08.2024 11:49:41	
03	Executive Director	Nonqaba Mayisela	Approved	23.08.2024 09:15:11	
04	Legal Compliance	Jason Sam Liebenberg	Approved with Comments	23.08.2024 10:38:01	For information.
05	Chairperson	Brenda Hansen	Approved	23.08.2024 13:56:29	

**ECS Officer:**