

DWS HUMAN CAPITAL DASHBOARD

- **What does this dashboard relate to?**

This dashboard provides an overview of the human resources in the DWS. The following type of information is provided in this dashboard:

- **The total number of people working in DWS, which can be broken down into:**
 - The number of people in various age categories (e.g. 20-35, >35-50, >50 years of age)
 - The gender of the people in the various age categories
 - The skills profiles of the employees, i.e. engineers, scientists
 - The race profile of the human resources per age category can be shown
- **The number of vacant posts for engineers, scientists can be shown.**
- **What is the main purpose of the dashboard?**

The purpose of the dashboard is to give an overview of the demographics of the employees in DWS, i.e. how many people are employed, is the workforce aged or quite young, where are vacant posts, are the skills profiles of the regional offices similar etc. This type of information helps to identify possible deficiencies in the workforce, and also allows for an improved appreciation of the skills competence in DWS.

What divisional reporting of human resources is possible in NIWIS?

Human resources information will be reported on per province and national picture, with a breakdown of the information being available for employees in:

- The National Water Resources Infrastructure (NWRI) unit,
 - The regional offices, and
 - The head office (this category is only applicable for the province of Gauteng)
- **Is information of DWS staff available for many years?**

The structure of the Department of Water has changed over the year. For example, a few years ago it was the department of Water Affairs and Forestry, thereafter it was re-structured to be the Department of Water and Environmental Affairs (DWAE), and recently it has been restructured to be the Department of Water and Sanitation. The Department has kept accurate records of its staff, however due to the changing nature of the Department it is difficult to report on staff over a period of a number of

years. This dashboard gives a snap-shot of the DWS staff as at the 2014/15 DWS financial year.

- **What type/s of questions does the information product aim to answer:**

The dashboard helps to answer the following types of questions:

- What is the age profile of the DWS employees (i.e. is it an relatively young or old workforce)
- What is the gender breakdown of the workforce
- What is the race profile of the workforce
- What number of engineers and scientists are employed
- What number of job vacancies exist in DWS

The dashboard can allow a comparison to be made of human resources (age, race, skills etc) between the various provinces, and also between NWRI, regional office and head office.

- **Data / Information discussion:**

- **What data is used?**

Human resource information is extracted from the DWS PERSAL database. PERSAL is the human resource management system of the DWS.

- **How is data extracted and from where?**

The data required for the NIWIS dashboards are extracted from PERSAL as **CSV** files twice a year. The extracted files are then saved on the n-drive of the DWS. The **CSV** files are imported via a script that is initiated monthly. The imported files are saved in the MIKE CUSTOMISED database.

- **Calculations done in NIWIS**

Few calculations are required in NIWIS. The dashboards utilise the information from PERSAL which has been stored in the NIWIS database.

- **How often is it extracted?**

Data is extracted monthly.

- **Key assumptions made**

The assumption is made that the procedures to extract the data from PERSAL are appropriate.

- **Contacts details of person/s who championed this dashboard:**

Mr Indhren Govender,

Deputy Director: Human Resource Management

Tel: 012 336-7638,

Email: govenderi@dwa.gov.za

- **Are there any limitations / cautions related to using this information?**

Yes, please refer to the below:

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