

CISKEI MANPOWER DEVELOPMENT PROGRAMME

INTRODUCTION

One of the Ciskei's main assets, the abundance of manpower, is being under-utilized with the result that unemployment prevails.

Efforts have been made to attract and create industry in the Ciskei, and while this has been partially successful, not enough job opportunities exist for the available labour resource. It has become apparent that other avenues will have to be explored in an endeavour to find a solution to this problem. With this in view the Ciskei Government has embarked on an ambitious manpower development programme which it believes will be of benefit, not only to the Ciskei, but also to industrialists and other employers of labour throughout the country.

Objectives of Programme

The objectives of the programme are twofold:

1. The creation of opportunities for Ciskeians, and
2. The preparation of Ciskeians to meet the demands and requirements of the job when they are employed.

To attain the second objective, the Ciskei Government is:

- (a) Creating machinery for the registration and classification of work-seekers, and
- (b) Creating the necessary relationships with employers through which employment contracts for Ciskeians can be obtained.

To attain the second objective the Ciskei Government is introducing training schemes for various types of workers.

Operation of the Manpower Development Programme

Registration of Work-seekers

All work-seekers will be registered and will form a large labour pool from which labour will be selected to meet the requirements of the business world when applications for labour are received. Records of the work-seekers will be stored in a computer data bank at a central office serving the whole of the Ciskei. This procedure will enable the Government to guarantee prompt attention and speedy processing of employers' requisitions for labour.

Categorisation of Labour

All work-seekers will be physically and psychologically tested and categorised into three broad workgroups, namely:

- (a) Those most suited for manual work;
- (b) Those who could be used for semi-skilled work, for example, simple operative jobs, artisans assistants, etc., and
- (c) Those who could be trained for more advanced types of work. This procedure is being used as a preliminary selection instrument to ensure that the worker selected is suited for the respective training required for success in the job.

The Training Programme

The procedure to be followed in the training programme will be as follows:

1. On receipt of an application for labour, prospective employees will be selected from the computer data bank and summoned to the centre. Preference will be given to those who have acquired experience and a clean work record.
2. Prospective employees will all undergo a medical examination. Attention will be paid to specific aspects of the medical examination for particular types of employment.
3. Applicants who have not been categorised into one of the three workgroups will be tested and grouped.
4. The development programme which has been arranged for all work-seekers is divided into two parts, namely:

A. Orientation Training

The object of this training is to give the new employee as much information as possible about the Employer and the job being offered, as well as advice on how to behave while away on contract work. Included in the information given will be:

- (a) The definition of a contract;
- (b) The contract period;
- (c) Description of the job offered;
- (d) Details of remuneration and other conditions of service;
- (e) Discipline at work and the consequences of breaking a contract;
- (f) The importance of safety on the job;
- (g) Procedure to be followed when sending money home;
- (h) Motivation to work well thereby improving job opportunities for other Ciskeians;
- (i) Information on Works Councils, Works Committees and Trade Unions;
- (j) Information on the Workmens' Compensation and Unemployment Insurance Fund Acts;
- (k) Transport arrangements.

The duration of this orientation training will be two days.

B. Specific Practical Training

Depending on what job is being offered practical training will last from two to seven days. The training content will be decided upon in conjunction with the employer concerned. The training officers will liaise closely with employers in this respect.

Transport Arrangements

On completion of their training, employees will be provided with a rail warrant, placed on a train, and the employer advised as to when to expect them. Likewise, on completion of the contract, it will be expected of the employer to make the necessary arrangements to get the employee back to the Ciskei.

Records

Employers will be issued with a personal record card in respect of each employee. The card will contain personal information, details of training received and past experience. The employer will be expected to insert details of any new training given and experience obtained during the current contract. He will also be expected to indicate how the worker performed his duties.

At the end of the contract the employer will return the worker's card directly to the Ciskei Manpower Development Centre where the master record file will be updated for future reference.

Steering Committee

The Ciskei Manpower Development Programme will operate under the guidance of a steering committee consisting of:

- (a) Senior officials of the Ciskei Government;
- (b) Senior staff members of the University of Fort Hare;
- (c) Representatives from Mining, Agriculture, Commerce and Industry.

Employers' Guide

1. One of the objectives of the programme is to simplify the recruitment process. Once an application to introduce labour has been approved by the appropriate authorities all he need do is to telephone the Development Centre, let them have his requirements and the recruitment process will be set in motion.
2. Should an employer choose to send an official to the Development Centre in Mdantsane to select his own labour, he is at liberty to do so. Notice should however, be given to the Development Centre in order that suitable potential Labour be available when he arrives.
3. Employers with queries or seeking further information should telephone either Mr Gavin Gerardy or Mr Cecil Meyers of the Manpower Development Centre at Mdantsane, code 043242 No. 837/8.

Applications for labour should also be addressed to:

Secretary for Justice,
Private Bag X518,
ZWELITSHA,
5608.

Notice required

The ideal period of notice required is two to four weeks. However, depending on the type of labour required, this period may be shortened. Employers should discuss the matter with either of the abovementioned officials.

Summary

The Ciskei Manpower Development Programme is designed to assist both the Ciskei Government and the employers of contract labour by simplifying the recruitment procedure and by supplying labour better suited to meet the employers' needs.

It should be appreciated that only orientation and simple basic training can be given—more specific training will have to be given by the employer. It is nevertheless expected that employees selected in the prescribed manner will prove to be better workers than they have been in the past.

Annexure 2 CISKEI MANPOWER DEVELOPMENT CENTRE
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