

Key activity list			
No	Activity	Responsibility for each activity	Evidence for each activity in relation to annual target
1	Extract Persal data file	Assistant Director: HR Information Reporting	Persal report 3.3.20 (19)
2	Configure data in respect of filled /vacant per business unit	Assistant Director: HR Information Reporting	Excel spreadsheet
3	Import totals into vacancy rate calculator	Assistant Director: HR Information Reporting	Excel spreadsheet
4	Generate report, monitor and distribute to branches	Deputy Director: HR Document and Information Systems	Excel spreadsheet
5	Reporting at quarterly and annual reviews	Deputy Director-General: Human Resource Management and Development	Reporting at quarterly and annual reviews