



ISebe leMfundo leNtshona Koloni

INcwadana  
yeMigaqo

# ngeeNkcazo zeMisebenzi

yaBasebenzi  
beNkonzo kaRhulumente  
(Amanqanaba 1-12)

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iSihlomelo A = YOMSEBENZI EMISELWEYO (*pro forma job description*)

iSihlomelo B = INKCAZO YOMSEBENZI KAMABHALANE

## 1. INJONGO YOLU XWEBHU LUNGUMQAQO OSETYENZISWAYO

Injongo yolu xwebhu lungumgaqo kukunceda abaphathi bamacandelo ekuqulunqeni iinkcazo zemisebenzi yabasebenzi benkonzo karhulumente beSebe leMfundo leNtshona Koloni.

## 2. ISIGAMA

- Umgaqo ongeentlawulo zemivuzo (*Code of remuneration (CORE)*): Oku kuthetha inkqubo entsha yokuhlawulwa kwemivuzo yabasebenzi eyathatha indawo ye*Personnel Administration Standards (PAS)*. Le yindlela ekhawulelana neemeko ngeemeko neluncedo ekuqapheleni iimfuno zesithuba ezicetywayo.
- Ulwazi lomsebenzi (*Competencies*): Oku kuthetha ukuhlanganiswa kolwazi, izakhono, iziphiwo, njl njl., ezibonisa ubuchule bomntu bokwazi ukuphumeza iimfuno zohlobo oluthile lomsebenzi.
- Ukudlulisela amagunya komnye (*Delegations*): Oku kuthetha ukudluliselwa kwamagunya kongasezantsi, athweswe isikhundla esithile ngokomthetho okanye ngandlela yimbi, anikwa obambe isikhundla ukuze loo mntu akwazi ukuthatha izigqibo, enze okanye asingathe imibandela ekwinqanaba lomsebenzi wakhe ngaphandle kokudlulisela loo mbandela konegunya elingaphezulu ukuba enze isigqibo.
- Imiba engqonge isithuba (*Dimension*): Oku kuthetha ubungakanani begunya elinikwe eso sithuba.

- limfuno ezingundoqo (*Inherent requirements*): Oku kuthetha ulwazi olufunwa ngulowo uqeshwe kwisithuba somsebenzi (ngokobungqina obukhoyo) ukuze akwazi ukwenza umsebenzi.
- Ukujonga ukuxabiseka kwesithuba (*Job evaluation*): Oku kuthetha inkqubo ecwangcisiweyo yokumisela ukuxabiseka kwesithuba nokwenza singqinelane nezinye izithuba ezikwiziko. Kusetyenziswa esi sixhobo *The Equate Measuring Instrument* ukuphumeza le njongo.
- IMimiselo yeNkonzo kaRhulumente (*Public Service Regulations (PSR)*): Oku kuthetha iMimiselo yeNkonzo kaRhulumente eyabhengezwa *kwiGazethi kaRhulumente (Government Gazette) (Regulation Gazette No. 1, Vol. 427 of 5 January 2001, No. 217951)*.
- UXwebhu olunguMgaqo-nkqubo osaXoxwayo omalunga nezoPhuhliso lwaBasebenzi (*White Paper on Human Resources Management*): Oku kuthetha uXwebhu olunguMgaqo-nkqubo osaXoxwayo obhengezwe *kwiGazethi kaRhulumente No. 18594, uMqulu 390, yomhla wama-31 Disemba 1997 (Government Gazette No. 18594, Vol. 390, of 31 December 1997)*, olunale njongo ilandelayo: Ukunika umgaqo-nkqubo osisikhokelo oya kuqhubela phambili iindlela zophuhliso lwabasebenzi noxhasa ukwenziwa kweNkonzo kaRhulumente ejongise kwinguqu kwezoqoqosho nezentlalo.

### 3. IMVELAPHI

NgokweCandelo III I.1 leMimiselo yeNkonzo kaRhulumente, 2001, amasebe makeze iinkcazo zomsebenzi kunye namagama ezithuba kwisithuba ngasinye kunye/okanye yeqela lezithuba zize ezi zinto ziphononongwe qho. Iinkcazo zomsebenzi mazisekelwe kwiinjongo eziphambili zesithuba (zezithuba), zibonise iimfuno ezingundoqo zesithuba ngasinye yaye mazibandakanye ugxininiso olufanelekileyo ekwenziweni kwenkonzo.

Ukwenzela ukuba kuzuzwe lukhulu kakhulu kwiinkonzo zalo, isebe lemfundo mabalisebenzise ngeyona ndlela igqibeleleyo abaqeshwa balo nezinye izibonelelo zalo ukuze likwazi ukwenza imisebenzi yalo lingagqithisi kwibhajethi. Oku kubandakanya ukubeka iziphumo ezinokulinganiswa, ukucwangcisa ukwenza umsebenzi ngokukhawuleza nangendlela eyiyo, nokusebenzisa iinkqubo zasemsebenzini ezingenamkhethe (*fair labour practises*).

Ukuze kube nokwenziwa inkqubo eyondeleleneyo (*integrated approach*) ekwenziweni kwenkonzo, egxininisa ukubaluleka kwabasebenzi, inyathelo lokuqala kukuqulunqa inkcazo yomsebenzi.

Eneneni inkcazo yomsebenzi yirekhodi ecwangcisiweyo yemisebenzi, iimfanelo, izakhono kunye nenkqubela kwikhondo lomsebenzi elinxulumene nesithuba esithile. Inkcazo yomsebenzi elolu hlobo ithetha ingcaciso ecace gca NGOMAKWENZIWE, INDLELA omakwenziwe ngayo NESIZATHU sokuba kwenziwe.

#### 4. IINJONGO ZENKCAZO YOMSEBENZI

linkcazo zemisebenzi

- zinedisa abakulawulo ekwenzeni umsebenzi ngokukhawuleza nangendlela eyiyo.
- zenza ukuba abo baqeshwe kwizithuba ezitsha bakwazi okulindeleke kubo nendlela umsebenzi omawenziwe ngayo.
- zibalulekile kakhulu kuvavanyo lomsebenzi nakwiinkqubo zolawulo lwentsebenzo yabasebenzi.
- zinokusetyenziswa ngokuyimpumelelo enkulu xa kugaywa, kukhethwa naxa kuqeshwa abasebenzi.
- zinokusetyenziswa ukuqinisekisa iimfuno zoqeqesho.
- zinika ingcaciso ebalulekileyo kucwangciso lwamakhondo emisebenzi.

#### 5. ABATHATHI-NXAXHEBA NOXANDUVA ABAJONGENE NALO

Abona bathathi-nxaxheba baphambili ekuqulunqweni kweenkcazo zomsebenzi ngaba balandelayo:

- lisuphavayiza
- Abasebenzi abaqeshwe kwizithuba ezo
- Abaphathi

### 5.1 Isuphavayiza

- Luxanduva lwesuphavayiza nganye ukuqulunqa inkcazo yomsebenzi yesithuba ngasinye kwicandelwana layo. Isuphavayiza ikwanoxanduva lokuhlaziya iinkcazo zemisebenzi ezikhoyo.
- Ukuba isithuba eso sizalisiwe, isuphavayiza mayiqulunqe inkcazo yomsebenzi ngokubambisana nomsebenzi oqeshwe kwisithuba eso.

### 5.2 Abantu ababambe ezo zithuba

Abantu ababambe ezo zithuba mabaqiniseke ukuba bayakwazi okubhalwe kwiinkcazo zemisebenzi yabo yaye bayakuqonda ngokucace gca okulindeleke kubo ngokweenkcazo zemisebenzi yabo.

### 5.3 Abaphathi

Intloko yeziko okanye yecandelo mayiqinisekise ukuba kukho inkcazo yomsebenzi efanelekileyo yesithuba ngasinye esiphantsi kolawulo lwayo.

## 6. UKUPHONONONGWA KWEENKCAZO ZEMISEBENZI

- 6.1 Inkcazo zemisebenzi maziphononongwe ubuncinane kanye kwiminyaka emithathu ukuqinisekisa ukuba zihlala zichanekile yaye zisasebenza.
- 6.2 Kwiimeko apho kutshintshe okubhalwe kwisithuba okanye eyona nto kanye yenziwayo kweso sithuba kangangokuba kunokubangela utshintsho kumanqaku okuhlelwa kwesithuba (*post grading points*), inkcazo yomsebenzi echaphazelekayo mayilungiswe ukuze isithuba eso siphinde sijongwe ukuxabiseka kwaso.

## 7. IFOMATHI YENKCAZO YOMSEBENZI

- 7.1 Eyona ndlela isetyenziswa ngokubanzi yokuqokelela inkcazo yomsebenzi ludliwano-ndlebe lwesiqhelo nomqeshwa oqeshwe kwisithuba eso, oluqhutywa ngolu hlobo lulandelayo:
- 7.1.1 Chaza injongo yodliwano-ndlebe.
- 7.1.2 Buza imibuzo elula kodwa “iphangalele” (“*open*”).
- 7.1.3 Phanda ngakumbi xa kukho okungacacanga ncam.
- 7.1.4 Gxininisa komakwenziwe nakwiimfuno zesithuba kungabi kwiimpawu (*qualities*) zalowo uqeshwe kweso sithuba.
- 7.1.5 Lumkela ukugxininisa kwimiba engabalulekanga yomsebenzi.
- 7.1.6 Qinisekisa iinkcukacha ngokubuza kwabanye abenza okanye abasuphavayiza loo msebenzi mnye.
- 7.1.7 Bhala phantsi iingxoxo.
- 7.2 Iinkcukacha zeenkcazo zemisebenzi ziya kwahluka ngokweziko neziko nangokwesithuba ngesithuba. Zimiselwa ngokwenkqubo yangaphakathi yeziko, ngokweenjongo eziphambili nangokomsebenzi owenziwa liziko okanye lisebe elichaphazelekayo.



7.3 Ifomathi yenkcazo yomsebenzi, esetyenziswa kumanqanaba ezithuba 1 - 12 kwiSebe leMfundo leNtshona Koloni, inoku kulandelayo (iSihlomelo A):

- A. Iinkcukacha ngokubanzi
- B. Injongo yomsebenzi
- C. Imiba engqonge isithuba
- D. Iinjongo eziphambili (*okanye ezona ziphumo ziphambili*)
- E. Ukudluliselwa kwamagunya
- F. Iprofayili yentsebenzo
- G. Iprofayili yolwazi lokwenza umsebenzi
- H. Ikhondo lomsebenzi (*career pathing*)
- I. Imvumelwano ngenkcazo yomsebenzi.

A. INGCACISO NGOKUBANZI

Fumana zonke iirekhodi ezichaphazelekayo zokwenza isigqibo nokungqinisisa le ngcaciso ilandelayo:

Igama lesithuba

Igama lesithuba malingqinelane negama elikwinkcaco yezithuba zeziko ezivunyiweyo.

Igama lomntu oqeshwe kwisithuba

Ukuba isithuba sizalisiwe, makubhalwe igama laloo mmntu uqeshwe kuso. Ukuba isithuba eso asinamntu, makubhalwe eli gama "Asinamntu".

Inombolo yePESALI

Ukuba kuyasebenza oku, makufakwe inombolo yePESALI engafaniyo neyomnye (*unique*) yalowo uqeshwe kwisithuba eso.

ISebe okanye icandelo

Makubhalwe apha icandelo leziko elo elineso sithuba, umz. South Peninsula High School okanye EMDC: West Coast – Winelands.

Indawo esikuyo

Indawo esikuyo isithuba mayibhalwe apha, umz. Diep River.

Umhla

Umhla wokuqeshwa kwalowo ukweso sithuba, umz. 15 Januwari 1995.

Inqanaba lesithuba

Inqanaba lesithuba liya kuqinisekiswa ngokujongwa kokuxabiseka kwesithuba, umz. iNqanaba 7. Kungenjalo, sebenzisa inqanaba lesithuba esisasetyenziswayo.

Ukubaluleka kwesithuba

Ukubaluleka kwesithuba kuya kwenzelwa isigqibo ngokuthi kujongwe ukuxabiseka kwaso umz., ama-205 amanqaku.

CORE

Makubhalwe apha i-CORE efanelekileyo, umz. *CORE Volume 2, Management and Support Staff.*

### Umntu aripota kuye

Makubhalwe igama lesithuba loo mntu okweso sithuba aripota kuye umz. iForimani.

### I-oganogram

Ngumfanekiso ocwangcisiweyo obonisa indawo yesithuba. Injongo yalo mfanekiso kukufumana umfanekiso-ngqondweni wendawo esikuyo isithuba kwisebe okanye kwiziko elo. Kuboniswa ulandelelwano ngokobukhulu begunya lezikhundla ukwenzela ukubonisa unxibelelwano lwesithuba nezinye izithuba ezisondeleyo kuso. Kuboniswa nezithuba ezikwinqanaba elinye ngentla nelinye ngezantsi kwesithuba eso. (Funda kwiSihlomelo A.)

#### B. INJONGO YESITHUBA

Kunikwa inkcazo emfutshane yesithuba ukwenzela ukufumana inkcazo yonke ngendima yesithuba, nokuba kungani na sifuneka eso sithuba kwisebe okanye kwiziko elo (*Buza lo mbuzo "Kungani na kukho esi sithuba?"*)

#### C. IMIBA ENGQONGE ISITHUBA

Makunikwe le ngcaciso ilandelayo nefanelekileyo malunga nesithuba:

- Inkcitho emalunga nentlawulo yabasebenzi: lindleko zonyaka zizonke zabasebenzi abaphantsi kolawulo lwalowo ukweso sithuba abanye (*subordinate staff*). (*Buza le mibuzo: "Ngaba umntu oqeshwe kwesi sithuba baphantsi kwakhe abasebenzi? Yimalini inkcitho ngentlawulo yabo basebenzi?"*)

- Ibhajethi: Inkcitho nengeniso yonyaka (engabandakanyi iindleko zokuhlawula abasebenzi) eluxanduva lomntu oqeshwe kweso sithuba.
- Izixhobo ezisetyenziswayo (*equipment*): Ixabiso lokuthenga izixhobo ezitsha ngecandelwana ngalinye.

***Qaphela: Inkcitho yokuhlawula abasebenzi nebhajethi zisebenza ikakhulu kwizithuba zobusuphavayiza nezolawulo.***

#### D. IINJONGO EZIPHAMBILI

Ezi ziinjongo ezingundoqo emaziphunyezwe ukuze kube nokufezekiswa injongo yesithuba. Ezi njongo ziphambili zikwabizwa ngokuba zi-*Key Result Areas (KRAs)*. Ezona njongo ziphambili zesithuba mazibhalwe ngesigama esiya kubonisa ngokuphandle ukuba umgangatho womsebenzi owenziwa ngulowo uqeshwe kwisithuba eso uchazwe ngokucace gca.

1. Amanyathelo **okubhalwa kweenjongo eziphambili** (Funda iSihlomelo A.)
  - 1.1 Dwelisa yonke imisebenzi enxulumene nokuphunyezwa kwenjongo yesithuba.
  - 1.2 Dibanisa imisebenzi enxulumeneyo, yeqela ngalinye, yenza inkcazo yenjongo ekufuneka iphunyeziwe.
  - 1.3 Kukhethwa ukuba kungadlulwa kwiinjongo ezintandathu eziphambili kwisithuba ngasinye.
  - 1.4 Ukuqulunqwa kweenjongo eziphambili makuvumele ukwenziwa kwemisebenzi engafane yenziwe qho.

- 1.5 Kubalulekile ukubandakanya uxanduva lwalowo oqeshwe kweso sithuba ngokumalunga neziko kunye/okanye icandelwana, olunjengokuthatha inxaxheba kwiikomiti, kwiiforam, njl. njl., njengendlela yokufaka igalelo kwenye yeenjongo eziphambili.
2. **linjongo eziphambili** mazichaze kunye konke okuqulathwe sisithuba.
3. Dwelisa **iziqhamo zomsebenzi** ezinxulumene nenjongo nganye ephambili. (*Buza lo mbuzo: “Ziintoni ezifanele ukuba ziziqhamo (iziphumo) ezinokubonisa ukuba injongo leyo iphunyezwe ngokuyimpumelelo?”*)
4. Dwelisa **izinto ezithile emawenziwe** ezinxulumene nesiqhamo somsebenzi, o.k.t., imisebenzi ekufuneka yenziwe ukuphumeza isiqhamo esinqwenelekayo (isiphumo).
5. Bonisa **imilinganiselo yentsebenzo (performance measures)** ekuvunyelwene ngayo ngokumalunga nesiqhamo somsebenzi ngasinye kunye/okanye umsebenzi, ukuchaza indlela omawenziwe kakuhle ngayo.
- 5.1 **Umhla oyithagethi okanye ukwenziwa qho komsebenzi** kubonisa ukuzinikela kwixesha elisikiweyo lokugqiba umsebenzi/lokufika kwisiqhamo.
- 5.2 **Imigangatho** yimigaqo (yokusemgangathweni nobungakanani) esetyenziswayo ukucacisa iziqhamo zentsebenzo kunye/okanye imisebenzi yesithuba esithile. **Ubungakanani** buthetha “kangakanani” okanye “kangaphi”, kuze **okusemgangathweni** kuthethe “kakuhle kangakanani” okanye “kangaphi”.
- 5.3 Asisiso sonke isiqhamo okanye umsebenzi oye ube nomlinganiselo wokusemgangathweni (*qualitative standard*), wobungakanani (*quantitative*

standard) kunye nomhla ekuthagethwe wona okanye ukwenzeka qho komsebenzi. Ezi kholam mazizaliswe kuphela xa kuyimfuneko.

Iinjongo eziphambili:	Iziqhamo zomsebenzi:	Imisebenzi: (Imisebenzi ethile, ekufuneka yenziwe ukuze kufikwe kwisiqhamo esinqwenelekayo.)	Imilinganiselo yentsebenzo	
			Umhla oyithagethi/ Ukwenzeka qho:	Imimiselo:
(Okona kubalulekileyo ekufuneka kwenziwe. Yintoni ofuna ukuyizuza ekugqibeleni?)	(Yintoni emayibe sisiphumo esibonisa ukuba iinjongo eziphambili ziphunyezwe ngempumelelo?)		(Kubonisa ukuzimisela komqeshwa kwixesha elisikiweyo lokugqiba umsebenzi)	(Ngokusem- gangathweni kunye/okanye kangakanani)

6. Dwelisa onke amaxwebhu **agunyazisayo** nasebenzayo kwimisebenzi eza kufikelelwa kweso sithuba sithile.

6.1 Zonke izithuba zilawulwa ngokwe “Sigunyaziso” se-Code of Remuneration (CORE replacement guideline to the Personnel Administrative Standards (PAS))

6.2 Ukongeza, kumaziko emfundo iimfanelo nemisebenzi, umzekelo, yaBasebenzi aBancedisayo neeForimani (General Assistants and Foremen) ilawulwa ikakhulu nguMthetho wezeMpilo noKhuseleko emSebenzini (Occupational Health and Safety Act) kunye nesicwangciso sokhuseleko sesikolo. Eminye imithetho, imigaqo-nkqubo, izikhokelo kunye nemiyalelo yeSebe leMfundo leNtshona Koloni (iisetyhula) ezakhutshwayo mazifundwe nazo njengamaxwebhu okujonga okuthile.

## E. UKUDLULISELA AMAGUNYA KOMNYE

Eli candelo lisebenza ikakhulu kwizithuba zobusuphavayiza nezolawulo. Libonisa ukudluliselwa kwamagunya (kwamandla) athweswe umntu

oqeshwe kwisithuba esithile nakumacandelwana ahlukeneyo aphantsi kwakhe ngamnye obambe eso sithuba. Apho isithuba singenamagunya adluliselwayo kufanele oko kuboniswe ngo-“Awakho”.

Kungabuzwa le mibuzo ilandelayo:

1. Leliphi igunya elidluliselwayo elikweso sithuba? Umzekelo, lowo ubambe eso sithuba unako ukunika invume yokuqeshwa kwabaqeshwa kwiSebe leMfundo leNtshona Koloni.
2. Ngaba lowo oqeshwe kweso sithuba unalo uxanduva lokusingatha ibhajethi?
3. Ngaba lowo oqeshwe kweso sithuba unawo amagunya okusayina amaxwebhu angasayinwa egameni labaphathi? Umzekelo, ukusayinela ukusetyenziswa kweZithuthi zikaRhulumente (*GG Transport*).
4. Ngaba lowo oqeshwe kweso sithuba unawo amagunya okuthatha izigqibo kwintlanganiso okanye kwiforam ethile egunyaziswe lisebe okanye sisikolo okanye licandelwana elithile?
5. Ngaba lowo oqeshwe kweso sithuba unalo igunya lolawulo lwezemali? Umzekelo, igunya lokunika invume yokuthengwa kweencwadi nezinto ezisetyenziswa ekubhaleni.

#### F. IPROFAYILI YOKWENZIWA KOMSEBENZI

Iprofayili yokwenziwa komsebenzi mayibandakanye oku kulandelayo:

1. Abona bantu baphambili abenzelwa iinkonzo. (Makubekho ukuqhutywa qho kothetha-thethwano nabo benzelwa iinkonzo kunye noko bakulindeleyo.)
2. Ubukho bezalathi-nkqubela (*indicators*) zokubeka intsebenzo esikalini nokwenza izigqibo zokuba ngaba zifikelelwe na iziqhamo zentsebenzo.

G. IPROFAYILI YOLWAZI LOMSEBENZI (*COMPETENCY PROFILE*)

Eli candelo lingomba wolwazi lwalowo ukweso sithuba ukuphumeza iimfuno zesithuba esithile nekufuneka zibandakanye ezi nkalo zilandelayo:

- Ulwazi lomsebenzi nezakhono: Makucaciswe izakhono ezithile ezifunekayo ezibangelwa yimeko yomsebenzi, umz. ubuchule bokuqhuba uthetha-thethwano kunye nolwazi lokubala.
- Iziphiwo zakhe anazo: Indlela yokubona izinto (*attitude*), ukuqonda nokuziphatha: Ngaba sinjani isimilo sakhe, ngaba lowo ukweso sithuba unolangazelelo lokwenza umsebenzi njl. njl.?
- Izinto anokuzifunda: Okuphambili okanye izinto ekufuneka azifunde emsebenzini.

ULWAZI LOMSEBENZI/IZAKHONO	IZIPHIWO ZAKHE ANAZO	IZINTO ANOKUZIFUNDA
<ul style="list-style-type: none"> <li>• Ulwazi</li> <li>• Izakhono</li> </ul>	<ul style="list-style-type: none"> <li>• Indlela yokubona izinto (<i>attitudes</i>)</li> <li>• Ukuqonda</li> <li>• Indlela yokuziphatha</li> </ul>	<ul style="list-style-type: none"> <li>• Umsebenzi ekufuneka ewufundele.</li> </ul>



## H. IKHONDO LOMSEBENZI (*CAREER PATHING*)

Umntu ngamnye (umntu oqeshwe kwisithuba somsebenzi) makeze isigqibo ngohlobo lwekhondo lomsebenzi wakhe ngokususela kumgaqo othi ithuba lokukhuphisana livulekile nakubani na ngokolwazi analo.

Le ngcaciso ilandelayo iyimfuneko:

- Uhlobo lomsebenzi ngokwenqanaba elingentla elilandelayo
- Iimfuno zokunyuselwa kwinqanaba elilandelayo

umz. Isithuba okuso ngoku: NguMsebenzi ococayo

Isithuba esilandelayo: IForimani

Uhlobo lomsebenzi: Kukusuphavayiza umsebenzi wokucoca isakhiwo sesikolo, izibonelelo kunye nemihlaba yaso.

Ukuqeqesha abasebenzi abaphantsi kwakho

Amathuba onyuselo-sikhundleni: Ngokuxhomekeka ekubeni zikho izithuba nakwiinkqubo zokugaya nokukhetha abasebenzi.

## I. IMVUMELWANO NGOKUMALUNGA NENKCAZO YOMSEBENZI

1. Iisuphavayiza maziqinisekise ukuba abo basebenza phantsi kwazo bakuqonda ngokucace gca oko kulindelekileyo kubo ngokumalunga nenkcazo yomsebenzi. Emva kokuba isuphavayiza iqulunqe inkcazo yomsebenzi ngokusebenzisana nalowo uqeshwe kweso sithuba, omabini amaqela makasayine invumelwano.

2. Nakuba kunjalo, ukuba kukho omnye wamaqela ongavumelaniyo nokubhalwe kwimvumelwano, isuphavayiza okanye umphathi okwinqanaba eliphezulu elilandelayo makazame ukuyisombulula le nyewe.
3. Ukuba lo mbandela uhlala ungasombululekanga, umgaqo omiselweyo wokuvakalisa izikhalazo (*formal grievance procedure*) ungasetyenziswa. (Amaqela makavumelane ngokusebenzisa le migaqo yezikhalazo yaBasebenzi bakaRhulumente njengoko ikhankanyiwe kwiSetyhula 0230/2003, yomhla wama-28 Novemba 2003.)

#### J. IMIZEKELO YENKCAZO YEEFOMATHI ZEMISEBENZI

Kuqhotyoshelwe apha kolu xwebhu inkcazo yomsebenzi emiselweyo (*pro forma job description*) (iSihlomelo A) kunye nomzekelo wefom ezalisiweyo yenkcazo yomsebenzi kaMabhalane (iSihlomelo B) njengemizekelo yokunceda abaphathi bamacandelwana okanye iisuphavayiza ekuqulunqeni iinkcazo zomsebenzi zesithuba (zezithuba) zamacandelo okanye zamaziko azo.



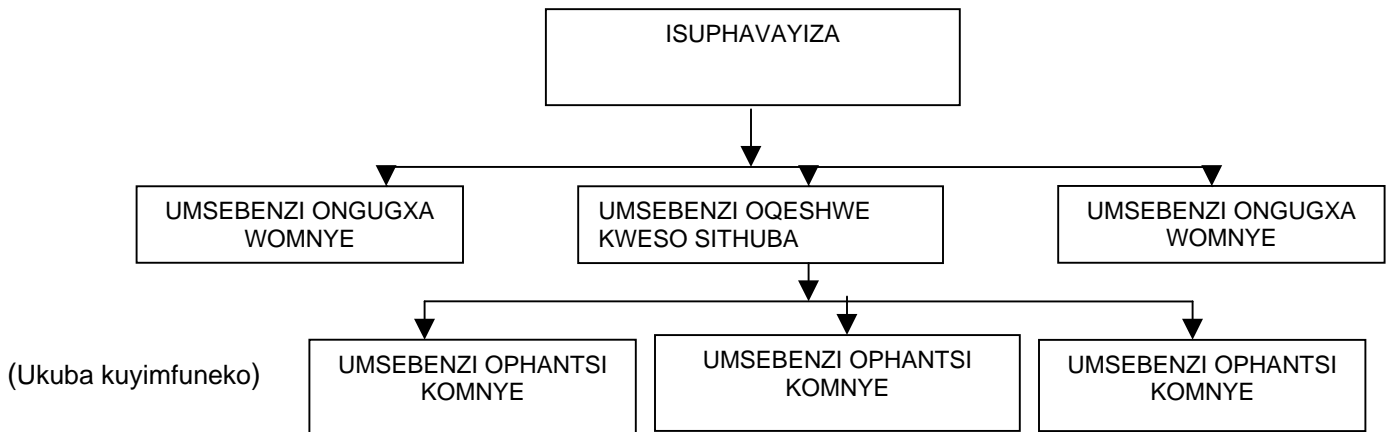
**ISEBE LEFUNDU LENTSHONA KOLONI**

**INKCAZO YOMSEBENZI**

**A. INGCACISO NGOKUBANZI**

*(Funda umhlathi 7.3 A woxwebhu olungumgaqo osetyenziswayo (manual.))*

I-OGANOGRAM



**B. INJONGO YOMSEBENZI**

*(Funda umhlathi 7.3 B woxwebhu olungumgaqo osetyenziswayo.)*

**C. IMIBA ENGQONGE ESI SITHUBA**

*(Funda umhlathi 7.3 C woxwebhu olungumgaqo osetyenziswayo.)*

- lindleko zokuhlululwa kwabasebenzi : Azikho
- lbhajethi : Alukho
- Izixhobo zokusebenza

Izixhobo zokusebenza	Ixabiso lokuthenga izixhobo ezitsha

**D. IINJONGO EZIPHAMBILI**

*(Funda umhlathi 7.3 D woxwebhu olungumgaqo osetyenziswayo.)*

<b>linjongo eziphambili:</b>  <i>(Okona kubalulekileyo ekufuneka kwenziwe. Yintoni ofuna ukuyizuzisa ekugqibeleni?)</i>	<b>Iziqhamo zomsebenzi:</b>  <i>(Yintoni emayibe sisiphumo esibonisa ukuba iinjongo eziphambili ziphunyezwe ngempumelelo?)</i>	<b>Imisebenzi:</b>  <i>(Imisebenzi ethile, ekufuneka yenziwe ukuze kufikwe kwisiqhamo esinqwenelekayo.)</i>	<b>Imilinganiselo yentsebenzo</b>	
			<b>Umhla oyithagethi/ Ukwenzeka qho:</b>  <i>(Kubonisa ukuzimisela komqeshwa kwixesha elisikiweyo lokugqiba umsebenzi)</i>	<b>Imimiselo:</b>  <i>(Ngokusemgangathweni kunye/okanye kangakanani)</i>

**Izigunyaziso**

**E. UKUDLULISELWA KWAMAGUNYA KOMNYE**

*(Funda umhlathi 7.3 E woxwebhu olungumgaqo osetyenziswayo.)*

**F. IPROFAYILI YOKWENZA UMSEBENZI**

*(Funda umhlathi 7.3 F woxwebhu olungumgaqo osetyenziswayo.)*

**G. IPROFAYILI YOLWAZI LOMSEBENZI**

*(Funda umhlathi 7.3 G woxwebhu olungumgaqo osetyenziswayo.)*

Ulwazi lomsebenzi nezakhono	Iziphiwo anazo	Iinkalo zezifundo

**H. IKHONDO LOMSEBENZI (CAREER PATHING)**

*(Funda umhlathi 7.3 H woxwebhu olungumgaqo osetyenziswayo.)*

Umntu ngamnye (oqeshwe kwisithuba) makenze isigqibo ngekhondo lomsebenzi wakhe ngokomgaqo othi ithuba lokukhuphisana livulekile nakubani na ngokolwazi analo.

**Ukunyuselwa kwisithuba esingentla kuxhomekeke kwiimfuno zonyuselo-sikhundleni.**

**I. IMVUMELWANO YENKCAZO YOMSEBENZI**

*(Funda umhlathi 7.3 I woxwebhu olungumgaqo osetyenziswayo.)*

Thina, basayine apha ngasezantsi, siyavumelana nokubhalwe kule nkcazo yomsebenzi, nekwathi kwaboniswa ngayo neza kuhlala isebenza ngokusemthethweni okwethuba elisusela ku ..... ukuya ku .....

.....  
**Isiginitsha yoqeshwe kwisithuba eso**

**Umhla:**

.....  
**Isiginitsha yeSuphavayiza/yeNtloko**

**Umhla:**

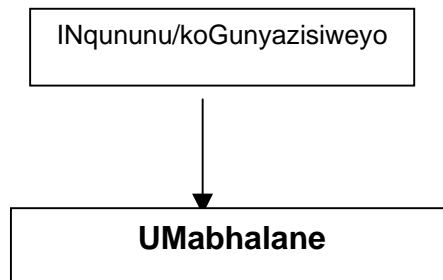


**ISEBE LEMFUNDO LENTSHONA KOLONI**

**INKCAZO YOMSEBENZI**

**A. IINKCUKACHA NGOKUBANZI**

Igama lesithuba	:	UMabhalane (KwiZikolo zikaRhulumente eziQhelekileyo neze-ELSEN)
Igama	:	
Inombolo yePesali	:	
ISebe/ICandelo	:	
Indawo	:	
Umhla	:	
Inqanaba lesithuba	:	
Umlinganiselo womsebenzi	:	
Imigaqo yentlawulo yemivuzo ( <i>Core</i> )	:	Abasebenzi becandelo lezolawulo nabo bancedisayo
Uripota	:	KwiNqununu/koGunyazisiweyo
I-oganogram		



**B. INJONGO YOMSEBENZI**

Kukubonelela ngenkonzo eyenziwa ngokukhawuleza nangendlela eyiyo yokunika inkxaso kulawulo lwesikolo nakwi-ofisi yenqununu.

**C. IMIBA ENGQONGE ESI SITHUBA SOMSEBENZI**

- Indleko zokuhlawula abasebenzi : Azikho
- Ibhajethi : Ayikho
- Izixhobo zokusebenza

Izixhobo zokusebenza	Ixabiso lokuthenga izixhobo ezitsha
Ikhompyutha neprinta	
Ifoini	
Umatshini wokufeksa	
I-Intakhom	
Umatshini wokufotokopa	
*Umatshini wokulaminetha nokwenza imiqulu	
*Umatshini wombane wokwenza imiqulu ohamba ngesantya esiphezulu (iRisografu)	
*Iskena	
Iprinta ekhupha nemibala	
Izishicileli-zandi nemifanekiso	

**D. IINJONGO EZIPHAMBILI**

- Imisebenzi kamabhalane
- Kukuncedisa inqununu kwimicimbi yemali
- Iintlobo ngeentlobo zemisebenzi kamabhalane

**Izigunyaziso**

- Iisetyhula/ imigaqo-nkqubo yeSebe leMfundo leNtshona Koloni (*WCED*)
- UMthetho weNkonzo kaRhulumente/ImiMiselo (*Public Service Act/Regulations*)
- Nayiphi na imithetho/imimiselo esebenzayo
- ISicwangciso soKhuseleko seSikolo
- IMigaqo yokuZiphatha (*Code of conduct*)
- IMigaqo yeNtlawulo yeMivuzo (*Code of Remuneration- CORE*)
- IMigaqo-nkqubo yeSikolo
- Njl. njl.

ISIHLOMELO B

Iinjongo eziphambili: (Okona kubalulekileyo ekufuneka kwenziwe. Yintoni ofuna ukuyizuza ekugqibeleni?)	Iziqhamo zomsebenzi: (Yintoni emayibe sisiphumo esibonisa ukuba iinjongo eziphambili ziphunyezwe ngempumelelo?)	Imisebenzi eyenziwayo: (Imisebenzi ethile, ekufuneka yenziwe ukuze kufikwe kwisiqhamo esinqwenelekayo)	IMilinganiselo yeNtsebenzo	
			Umhla oyithagethi/ Ukwenzeka qho (Kubonisa ukuzimisela komqeshwa kwixesha elisikiweyo lokugqiba umsebenzi)	Imigangatho: (Ngokusemngathweni kunye/okanye ngokobungakanani)
Imisebenzi kamabhalane	Kukulawula ngokukuko i-ofisi yenqununu negumbi lokwamkela iindwendwe.	<ul style="list-style-type: none"> <li>• Kukuphendula nokufowuna egameni lenqununu, nokudlulisa iifoni ngokufanelekileyo.</li> <li>• Kukwamkela nokuthumela iifeksi.</li> <li>• Kukwamkela nokuthumela ii-imeyili.</li> <li>• Kukugcina irejista yefoni ngokumalunga neefoni eziya kude kunye neefoni zeselula.</li> <li>• Kukugcina idayari yenqununu.</li> <li>• Kukwenza amalungiselelo amadinga/ eentlanganiso.</li> <li>• Kukuqokelela nokulungisa ingcaciso njengoko ecelwe yinqununu nazii-ofisi ze-WCED</li> <li>• Kukugcina iifayili zerekhodi yembalelwano, zamaxwebhu azizikhokelo, inkcitho, uluhlu lwestokhwe (<i>inventory</i>), njl njl.</li> <li>• Kukuchwetheza izinto zenqununu nezamanye amacandelo esikolo eso.</li> <li>• Kukuchwetheza amaphepha eemviwo.</li> <li>• Kukuba ngunobhala kwiiforam nakwiintlanganiso.</li> <li>• Kukujonga amaxwebhu ahluka-hlukeneyo ukuba agqityiwe aze awatshekishe ukuba enziwe ngokuchanekileyo</li> </ul>	<ul style="list-style-type: none"> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Ngekota.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> </ul>	

ISIHLOMELO B

<p>Uncedisa inqununu kwimicimbi yemali</p>	<p>Kukuthenga impahla</p>	<ul style="list-style-type: none"> <li>• Kukufumana iikoteshini ezi-3</li> <li>• Kukufumana imvume yenqununu/yebhunga lolawulo phambi kokufaka i-odolo</li> <li>• Kuku-odola ukutya, izinto zokubhala, izixhobo zesikolo nezasehostele</li> </ul>	<ul style="list-style-type: none"> <li>• Ngeveki.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> </ul>	
	<p>lindlela ezifanelekileyo zokulawula ukubalwa kwee-akhawunti zemali</p>	<ul style="list-style-type: none"> <li>• Kukutshekisha zonke ii-akhawunti nee-invoyisi (zezixhobo zokubhala, zeemfuno zesikolo, zepetroli, njl. njl.)</li> <li>• Kukulungisa iitshekhi ukuze zisayinwe.</li> <li>• Kukuthumela iitshekhi.</li> <li>• Kukufaka zonke iindleko kwileja yeefizi.</li> <li>• Kukulungisa nokuchwetheza ii-akhawunti.</li> <li>• Kukutshekisha iintlawulo, nokuthumela iileta zokukhumbuza abazali ukuba bahlawule.</li> <li>• Kukwamkela imali nokukhupha iirisithi zoku kulandelayo: <ul style="list-style-type: none"> <li>√ zeefizi zesikolo</li> <li>√ zonyuso ngxowa-mali</li> <li>√ zeefizi zomculo</li> <li>√ zeefizi zekhompuyutha</li> <li>√ zekhefi</li> <li>√ zeempahla zokudlala</li> <li>√ zerenti yezixhobo zokusebenza/zezakhiwo</li> <li>√ zezinto ezenziwa emva kwexesha lokufundisa (<i>Extra curricular activities</i>)</li> </ul> </li> <li>• Kukwamkela nokubhankisha zonke iimali ngokwee-akhawunti zazo ezifanelekileyo.</li> <li>• Kukubhala imali engenisiweyo kunye nenkcitho.</li> <li>• Kukulawula imali yokuthenga iintwana-ntwana (<i>petty cash</i>).</li> <li>• Kukuqinisekisa ukuba zenziwa ngokufanelekileyo iirisithi neevawutsha.</li> </ul>	<ul style="list-style-type: none"> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Okokoko.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Yonke imihla.</li> <li>• Ngenyanga.</li> </ul>	



ISIHLOMELO B

	Kukulungisa ibhajethi nezitatimenti zemali	<ul style="list-style-type: none"> <li>• Ukwenza iStatimente seNgeniso neNkcitho zingqinelane ukulungiselela ukwandlalwa kwaso phambi kwebhunga lolawulo.</li> <li>• Ukulungisa izitatimente zenyanga.</li> </ul>	<ul style="list-style-type: none"> <li>• Ngenyanga.</li> <li>• Ngenyanga.</li> </ul>	
	Ukuhlawula abasebenzi abaqeshwe ngemvumelwano nootitshala abaqeshwe libhunga lolawulo	<ul style="list-style-type: none"> <li>• Ukuhambisa iZatifikethi zeRhafu (<i>I.R.P. 5 Tax Certificates</i>) ezikhutshwa liSebe leMfundo (WCED) <ul style="list-style-type: none"> <li>√ Ukuthumela i-<i>I.R.P 5 certificates</i> kubaninizo ngocwangco</li> <li>√ Ukutshekisha iidilesi zabo bangasasebenziyo apho esikolweni</li> <li>√ Ukugcina irekhodi yayo yonke imivuzo yonyaka ukulungiselela ukubalwa kwerhafu</li> </ul> </li> <li>• Ukulawula imivuzo yabasebenzi abahlawulwa libhunga lolawulo <ul style="list-style-type: none"> <li>√ Ukubala nokukhupha iitsheki,</li> <li>√ Ukubala iMali yeNgxowa ye-Inshorensi yokuNgabikho <i>Ngqeshweni (Unemployment Insurance Fund)</i> nokuyihlawula kuRhulumente</li> <li>√ Uxhuzulo lwezi rhafu <i>S.I.T.E. no-P.A. Y.E</i> aze azihlawule <i>kwiReceiver of Revenue</i></li> <li>√ Ukubhala amaxwebhu emivuzo (<i>wage sheets</i>)</li> <li>√ Ukubala iibhonasi ekufanele bezifumene</li> <li>√ Ukulungisa imali yemivuzo ayifake ezimvulophini</li> <li>√ Ukubala esusela emva imali yonyuso lwemivuzo (<i>retrospective increases</i>) kwakufumaneka imali.</li> <li>√ Ukufaka izicelo zokurhoxa kwiNgxowa-mali yePenshini (<i>Pension Fund</i>)</li> </ul> </li> <li>• Ukuhambisa la maxwebhu <i>I.R.P.5</i> nokukhupha la <i>I.T.3 Tax Certificates</i> awanike abasebenzi abahlawulwa libhunga lolawulo</li> <li>• Ukusingatha yonke eminye imicimbi enxulumene nerhafu</li> </ul>	<ul style="list-style-type: none"> <li>• Ngenyanga.</li> <li>• Ngenyanga.</li> </ul>	
Imisebenzi kamabhalane eziintlobo ngeentlobo.	Ukunika inkxaso.	<ul style="list-style-type: none"> <li>• Ukwenza amalungiselelo eentlanganiso/amatheko, njl njl.</li> <li>• Ukukhupha izinto zokubhala azinike ootitshala</li> </ul>	<ul style="list-style-type: none"> <li>• Ngeveki.</li> <li>• Ngeveki.</li> </ul>	

ISIHLOMELO B

		<ul style="list-style-type: none"> <li>• Ukuncedisa esikolweni xa kukho amatheko nemisebenzi yesikolo</li> <li>• Ukuncedisa kumalinge okunyusa ingxowa-mali yesikolo</li> <li>• Ukuqhagamshelana noosomashishini nabazali njl. njl. malunga namalinge okunyusa ingxowa-mali.</li> <li>• Ukwenza amalungiselelo okulungiswa kwezixhobo zomsebenzi ezonakeleyo.</li> <li>• Ukwenza amalungiselelo eentlanganiso zezemidlalo nawokulungiselela ukutya kwamagosa nootittshala.</li> <li>• Ukuqeshisa ngezibonelelo zoncedo (<i>facilities</i>) zesikolo.</li> <li>• Ukulawula uluhlu lwestokhwe (<i>inventory</i>).</li> <li>• Ukusingatha yonke imibandela yezolawulo (<i>administration</i>) yabafundi.</li> </ul>	<ul style="list-style-type: none"> <li>• Ngeveki.</li> <li>• Ngeveki.</li> <li>• Ngeveki.</li> <li>• Ngeveki.</li> <li>• Ngenyanga.</li> <li>• Yonke imihla.</li> <li>• Ngekota.</li> <li>• Ngonyaka.</li> </ul>	
	Ukulawula imicimbi enxulumene nezabasebenzi	<ul style="list-style-type: none"> <li>• Ukuncedisa ekupapashweni kwezaziso zezithuba ezivulekileyo</li> <li>• Ukucelela abaqeshwa amakhadi eNgxowa-mali yaBangaqeshwanga (<i>Unemployment cards</i>)</li> <li>• Ukugcina irejista yekhefu yabasebenzi abaqeshwe libhunga lolawulo</li> </ul>	<ul style="list-style-type: none"> <li>• Ngelo xesha.</li> <li>• Ngelo xesha.</li> <li>• Yonke imihla.</li> </ul>	
	Ukunika inkxaso kubafundi	<ul style="list-style-type: none"> <li>• Ukulungiselela abafundi amadinga abo kunye noogqirha, oogqirha bamazinyo, izibhedlele, njl. njl.</li> <li>• Ukuthumela izixhobo zokuncedisa abangevayo ukuba ziyolungiswa nokuzihambisa zakubuyiswa. (<i>ELSEN</i>)</li> </ul> <p>Ukufowuna egameni labafundi kwiimeko apho umfundi akhubazekileyo. (<i>ELSEN</i>)</p>	<ul style="list-style-type: none"> <li>• Yonke imihla.</li> <li>• Ngenyanga.</li> <li>• Ngelo xesha.</li> </ul>	

	Ulawulo lweSkim soKutya ( <i>Feeding Scheme</i> )	<ul style="list-style-type: none"> <li>• Ukwamkela ukutya okuzisiweyo.</li> <li>• Ukugcina uluhlu lokutya okuzisiweyo.</li> <li>• Ukukhupha ukutya xa kufuneka.</li> <li>• Uku-odola ukutya.</li> <li>• Ukugcina irejista yomsebenzi yabapheki (<i>chefs</i>)/yamavolontiya.</li> <li>• Ukungenisa iingxelo zenyanga kwinkampani iPeninsula/okanye kwezinye izikum zokutya.</li> </ul>	<ul style="list-style-type: none"> <li>• Yonke imihla/ Ngeveki.</li> <li>• Yonke imihla.</li> <li>• Ngeveki.</li> <li>• Ngenyanga.</li> <li>• Ngenyanga.</li> <li>• Ngenyanga.</li> </ul>	
	Ulawulo lwemicimbi yezothutho	<ul style="list-style-type: none"> <li>• Ukuqhagamshelana nezikolo kunye nabazali xa esenza amalungiselelo othutho (xa ibhasi ifike emva kwexesha okanye ichaphazeleka engozini).</li> <li>• Ukwenza amalungiselelo othutho eehambo zesikolo.</li> <li>• Ukwenza amalungiselelo othutho okusa abafundi kwiikliniki nasezibhedlele.</li> </ul>	<ul style="list-style-type: none"> <li>• Ngelo xesha.</li> <li>• Ngelo xesha.</li> <li>• Ngelo xesha.</li> </ul>	
	Ukubonelela ngoNcedo lokuQala ( <i>first aid</i> )	<ul style="list-style-type: none"> <li>• Ukunika uNcedo lokuQala kubafundi xa kuye kwehla iingozi ezincinane.</li> <li>• Ukugcina uluhlu lwezixhobo zoNcedo lokuQala nokuqinisekisa ukuba kukho izixhobo ezaneleyo zoNcedo lokuQala.</li> </ul>	<ul style="list-style-type: none"> <li>• Ngelo xesha.</li> <li>• Ngelo xesha.</li> </ul>	

**E. UKUDLULISELA KOMNYE IGUNYA**

Akukho

**F. IPROFAYILI YOMSEBENZI OWENZIWAYO**

**1. Abona bantu benzelwa iinkonzo nobungakanani benkonzo eyenziwayo**

- Inqununu yesikolo : Yonke imihla
- Ootitshala /abasebenzi besikolo : Yonke imihla
- Abafundi : Yonke imihla
- Ibhunga lolawulo lesikolo : Ngenyanga
- Uluntu/abahlali : Yonke imihla
- Abazali : Yonke imihla

**Okulindelwe ngabenzelwa iinkonzo**

- Ukwenzelwa inkonzo eyiyo, nangokukhawuleza maxa onke
- Umsebenzi owenziwa ngobuchule nangokwemigaqo (*professionalism*)
- Ukuthobela
- Ukwazi ukusebenza ngokuzimeleyo

**2. Izalathi-nkqubela**

- Ingxelo okanye izikhalazo ngendlela umsebenzi owenziwa ngayo
- Ingxelo okanye izikhalazo ezivela kwabenzelwa iinkonzo
- Ingxelo zophicotho-zincwadi
- Ingxelo zekota - *WCED 043*
- Ingxelo-mali zonyaka
- Ingxelo evela kwisuphavayiza emalunga nendlela asebenza ngayo

**G. ULWAZI LOKWENZA UMSEBENZI (COMPETENCY PROFILE)**

<b>Ulwazi neZakhono zomsebenzi</b>	<b>Iziphiwo anazo</b>	<b>Izinto anokuzifunda</b>
<ul style="list-style-type: none"> <li>• Ulwazi lokusebenzisa ikhompyutha</li> <li>• Ulwazi lokwenza umsebenzi wemihla ngemihla</li> <li>• Ubudlelane nentsebenziswano nabanye abantu (<i>Interpersonal skills</i>)</li> <li>• Ulwazi lokufayilisha</li> <li>• Ulwazi lokusebenzisa umatshini wokufeksa nowokufotokopa</li> <li>• Ukwazi ukuthetha kakuhle nangembeko nokucacisa kakuhle ingcaciso efunwayo</li> <li>• Ulwazi lokubhala kakuhle aza kulusebenzisa ekubhaleni iimemo, amanqakwana neengxelo</li> <li>• Ulwazi lokusebenza beliqela labantu (<i>Team-player skills</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Ukugcina okuyimfihlo</li> <li>• Ukubonisa intsebenziswano nomoya omhle</li> <li>• Ukuba nenkathalo</li> <li>• Ukuthembeka</li> <li>• Ukuba nembeko</li> <li>• Ukuba luncedo</li> <li>• Ukunyaniseka</li> <li>• Ukuthobela</li> <li>• Ukusebenza ngenkuthalo (<i>Motivated</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Ulawulo lwemicimbi yemali</li> <li>• Ulawulo lwabasebenzi (<i>Personnel administration</i>)</li> <li>• (<i>MS Office</i>)</li> <li>• <i>Njl. njl.</i></li> </ul>

**H. IKHONDO LOMSEBENZI (CAREER PATHING)**

Umntu ngamnye (osesithubeni somsebenzi ) makenze isigqibo ngekhondo lakhe lomsebenzi ngokomgaqo othi ithuba lokukhuphisana livulekile nakubani na ngokolwazi analo.

**Unyuselo kwinqanaba elilandelayo kuxhomekeke koku:**

- Ubukho besithuba somsebenzi (esipapashiweyo)
- Ukusebenza ngendlela encomekayo
- Ukungqinelana nemigaqo ebekiweyo yokugaya nokuchonga abasebenzi abenze izicelo

**Iimfuno amazaneliswe ukuze anyuselwe esikhundleni**

Zixhomekeke kwiimfuno njengoko zipapashiwe nakwisigqibo salowo ukweso sithuba somsebenzi ngokwekhondo lomsebenzi alikhethileyo.

**IMVUMELWANO YENKCAZO YOMSEBENZI**

Thina sisayine apha ngasezantsi siyavumelana ngokubhalwe kule nkcazo yomsebenzi nekwaye kwathetha-thethwana ngayo yaye iza kuhlala isebenza ngokusemthethweni okwethuba elisusela .....ukuya.....

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**Isiginitsha yomntu okwisithuba somsebenzi**  
**Umhla:**

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**Isiginitsha yesuphavayiza/yeNtloko**  
**Umhla:**