ISANDULELA SOLUHLU OLUKHETHEKILEYO LWEZITHUBA 1 ZENKONZO KARHULUMENTE EZIKUMAZIKO NGO2026

ISebe leMfundo leNtshona Koloni (i*WCED*) likhuthaza yaye lisebenzisa imigaqo yoBulungisa kwezeNgqesho *(iEE)* yaye lizimisele ukwenza iinkonzo ngokuyimpumelelo nangobuchule.

Abantu abakhubazekileyo bamkelekile ukuba bafake izicelo, ukuba abenzi-zicelo abalolu hlobo kunokwenzeka bafakwe kuluhlu olufutshane, bayacelwa ukuba banike ingcaciso engokuba inokutshintshwa njani na apha naphaya inkqubo yokhetho ukwenzela iinjongo zokulungiselelwa kwemeko yabo. Kucelwa banike inkcazo ngemeko yokukhubazeka ukulungiselela le nkqubo.

IMIYALELO

Olu luxwebhu lunika inkcazo luneentlobo zemisebenzi eyahlukeneyo yaye lubhekisa kwabo benzi-zicelo balindelekileyo, iinqununu, namabhunga olawulo nakubo bonke abasebenzi be*WCED*, ababandakanyekayo kwinkqubo yokugaywa nokukhethwa kwabasebenzi nokuba badlala eyiphi na indima okanye bakwesiphi na isikhundla. Kucetyiswa bonke abathathi-nxaxheba nabenzi-zicelo, ukuba balufunde lonke olu xwebhu.

1. **INTSHAYELELO**

1.1 Olu luHlu 1 lweZithuba lowama-2026 luqulethe izibhengezo zezithuba zenkonzo karhulumente ezikumaziko ekuphume kuzo abasebenzi ukususela ngowama31 Matshi 2026 ngenxa yokuphumelela kwezicelo zeNkqubo yoKuthatyathwa koMhlalaphantsi ngaPhambi kweXesha ngaPhandle weSohlwayo *(iERP)* kwakunye neNkqubo yoKuziyekela ngoKwakho (i*VEP*).

1.2 Luxanduva lwenqununu ukuqinisekisa ukuba **abasebenzi nebhunga lolawulo lesikolo** banolwazi ngokupheleleyo ngokuqulethwe kwesi sandulela, ngoko ke makwenziwe iikopi zaso yaye zisasazwe.

1.3 **Nawuphi umbuzo ngesithuba somsebenzi esipapashiweyo kolu luhlu lwezithuba mawubhekiswe kwisikolo esichaphazelekayo esipapashe isithuba eso.Inombolo yesibhengezo** sesithuba mayibhalwe kuyo yonke imbalelwano.**Ukupapashwa kwesaziso sesithuba akuthethi kuthi ukuzaliswa kwaso kuya kugunyaziswa liSebe i*WCED*. Lilungelo leSebe i*WCED* ukuthatha nasiphi na isithuba ekungafakwanga mntu kuso njengesihlatyiweyo.**

1.4 Umhla wokuqeshwa kwezi zithuba zengqesho kolu luhlu lwezithuba uya kumiselwa liSebe i*WCED*.

2. **IZICELO**

2.1 Izicelo mazenziwe kusetyenziswa iNkqubo yoGayo. Le sistim isebenza ngokungena kwiziko lewebhu yaye inokufunyanwa ngokungena kweli khonkco: https://www.westerncape.gov.za/education (Cofa ku-"*Vacancies*" kwikhasi lesebe kwiziko lewebhu ukungena kule nkqubo).

2.2 Ngokusekelwe kwinkcazelo efunyenwe kubasebenzisi bekhompyutha, iSebe i-*WCED* liqalise ukuyiphucula iNkqubo yoGayo, ngokukodwa kwicandelo le-"*Employment History*" nele-"*Experience*". Abenzi-sicelo mabaqinisekise ukuba bafunda "*Applicant online user guide*" esifumaneka kwikhasi lokungena kwiNkqubo yoGayo ngokumalunga noku phambi kokuba bafake izicelo kwizithuba.

2.3 Abenzi-sicelo abanenombolo yePERSAL mabaqinisekise ukuba bayifakile xa bebhalisa kwisistim. Isistim iya kubanika inombolo eyodwa abenzi-sicelo abangenazo iinombolo zePERSAL.

2.4 Isistim ixhomekeke kubenzi-sicelo abafaka iinkcukacha zabo kwikhompyutha phambi kokuba bafake izicelo zezithuba ukwenzela ukuba isistim ivelise iCV yomenzi-sicelo.

2.5 IiSivi zigcinwa kwikhompyutha yaye zinokuhlelwa kwikhompyutha.

2.6 Abenzi-sicelo mabaqaphele ukuba iiSivi namaxwebhu ahamba kunye nazo makangafakwa kwisistim. Le nkqubo iya kuvelisa iSivi esuselwa kwingcaciso efakwe kwiprofayili yomenzi-sicelo ekwikhompyutha.

2.7 Abenzi-sicelo mabaqinisekise ukuba ikhontenti yeCV eveliswe yisistim iyahambelana **neemfuno ezimiselweyo zokuqeshwa ezizezona zisezantsi** njengoko zikwisibhengezo sesithuba. Mabakuqinisekise nokuklikha **kwinombolo yesithuba echanekileyo** xa besenza isicelo sesithuba kwikhompyutha.

2.8 **I*WCED* alikwamkeli nakuphi na ukugxekwa ngenxa yabenzi-zicelo abenza izicelo zezithuba ezingachanekanga.**

2.9 Abenzi-sicelo mabaqinisekise ukuba bafaka ekhompyutheni **abantu ekunokuqhagamshelwana nabo abathathu ubuncinane abanokungqina ngabo.**

2.10 Ngesicelo ngasinye esingenisiweyo, isistim iya kuvelisa ileta (eyi-imeyili) ngoko nangoko engqina ukufumaneka kwesicelo sesithuba.

2.11 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane. Umenzi-sicelo ofakwe kuluhlu olufutshane onamabanga emfundo amazwe angaphandle, makabe nesatifikethi sokuqinisekisa ngexabiso lamabanga emfundo yakhe esivela kuKhala weZidanga woMzantsi Afrika.

2.12 Umhla nexesha lokuvalwa kokwamkelwa kwezicelo **ngu-24:00 (ezinzulwini zobusuku) ngowe-31 Meyi ka2026.** *IWCED* alikwamkeli nakuphi na ukugxekwa ngezicelo ezingafakwanga ekhompyutheni kwangexesha yaye azisayi kuthathelwa ngqalelo izicelo ezifike sekuvaliwe.

3. IMIYALELO KUMABHUNGA OLAWULO

3.1 Ngokwecandelo 20(*j*) le*South African Schools Act,* ka1996 (uMthetho 84 ka1996), ibhunga lolawulo malinike iingcebiso ngokuqeshwa kwabasebenzi benkonzo karhulumente esikolweni.

3.2 Bonke abasebenzi benkonzo karhulumente abangaphezu kwemfuneko nabafaka izicelo kwisithuba mabafakwe kuluhlu olufutshane kweso sithuba ukuba isikhundla seso sithuba siyalingana nesikhundla abakuso ngoku, oko ke kukuthi, umenzi-sicelo ochaphazelekayo ebenokubakuso, ukuba siphumelele isicelo, uya kuvuma ukutshintshelwa kwenye indawo.

4. INKQUBO YOKHETHO

4.1 Kulindeleke ukuba abenzi-zicelo abakuluhlu olufutshane babekho kudliwano-ndlebe ngomhla, ngexesha nakwindawo emiselwe libhunga lolawulo.

4.2 I*WCED* linelungelo lokungaqeshi mntu nakweziphi na izithuba ezipapashiweyo.

5. UDLIWANO-NDLEBE

Ukuba abenzi-sicelo babizelwe kudliwano-ndlebe, mabeze nala maxwebhu alandelayo:

(a) Ikopi eqinisekisiweyo **yesazisi (i*ID*)**
(b) Iikopi eziqinisekisiweyo zamaxwebhu amabanga emfundo, **zezatifikethi nezediploma nezidanga** (amaxwebhu entsusa akasayi kubuyiswa)
(c) Ifom yebanki
(d) Ifom yebhonasi
(e) Ifomu engu*Dots* 360 (eyifomu yokutshekisha ukungqinisisa iinkcukacha nesimo)
(f) Ikopi eqinisekisiweyo yabo yokubhalisa **kwiNkonzo yeRhafu yoMzantsi Afrika** ukwenzela iinjongo zerhafu yengeniso.
(g) Ikopi eqinisekisiweyo **yeRejista kaZwelonke yaBaxhaphaza ngokweSondo** (i*NRSO*) yabo yesatifikethi esivela kwiSebe lezoBulungisa noPhuhliso loMgaqosiseko (ukulungiselela iinkcukacha ezingaphezulu makufundwe umhlathi 6).

6. INKQUBO YOKUTSHEKISHWA KOKUFANELEKA KWABASEBENZI

6.1 Abagqatswa mabaqaphele ukuba kuya kwenziwa inkqubo yokutshekishwa kokufaneleka kwabasebenzi bakuba befakwe kuluhlu olufutshane kwanokuba ukuqeshwa kwabo kuxhomekeke kwiziphumo ezihle zezi nkqubo zotshekisho, njengokuba zilawulwa liSebe loLawulo lweNkonzo kaRhulumente ezibandakanya ukungqinisiswa kwamabanga

emfundo, ukutshekishwa kweerekhodi zolwaphulo-mthetho, ukutshekishwa kobumi, ukungqinisiswa kwemiba yemali-mboleko nee-akhawunti zakho) neerekhodi zeendlela abahlawula ngayo amatyala.

6.2 Ngaphezu koko, makuqatshelwe ukuba uMongameli waseMzantsi Afrika uwuvumile uMthetho woLwaphulomthetho (i*Sexual Offences and Related Matters*) *Amendment Act*, ka*2021* (uMthetho 13 ka2021), ukomeleza inkqubo yokupheliswa kobundlobongela obusekelwe kwisini, phakathi kwezinye izinto, ngowama28 kuJanuwari ka2022. Ngokusekelwe kwezi zilungiso zivunyiweyo, iSebe i*WCED* libambisene neSebe lezoBulungisa noPhuhliso loMgaqosiseko neSebe loPhuhliso loLuntu (i*DSD*), liqalisa inkqubo **yokuqinisekisa ukuba onke amagosa aqeshwa ngokwenkqubo yokugaya nokukhetha abasebenzi, amagosa asele esenkonzweni, kwakunye nabanye abantu abadibana nabantwana, zitshekishiwe yaye zangqinisiswa iinkcukacha zabo kuthelekiswa neRejista kaZwelonke yaBaxhaphaza ngokweSondo kunye neRejista kaZwelonke yoKhuselo lwaBantwana (i*NCPR*).**

6.3 Ukuze kubanjelelwe mbo kwezi mfuno zimiselweyo, abagqatswa bayanyanzeleka ukuba bazalise u*Fomu* 8 (uJ739). *UFomu* 8 (uJ739) oyintsusa, ohamba no*SAPS* 69i kunye nekopi eqinisekisiweyo *yesazisi* yakhe mazingeniswe kwaNdlunkulu ngokuqala kugqithwe kwi-ofisi yesithili echaphazelekayo kusetyenziswa inkqubo emiselweyo.

6.4 **Njengenxalenye yale nkqubo ingentla, iCandelo lokuGaya nokuKhetha aBasebenzi, liya kwenza inkqubo yotshekisho lweenkcukacha eyimfuneko lithelekisa neRejista ye*NCPR*** ngokuqala ligqithe *kwiSebe loPhuhliso loLuntu*. Ukungeniswa kwesicelo sesithuba esipapashiweyo kulinika i*WCED* ngokuzenzekelayo, imvume yokwenza inkqubo yotshekisho ngokuqala ligqithe kwiSebe iSebe loPhuhliso loLuntu.

7. IZINTO NGOKUBANZI

7.1 **La maxwebhu okutyunjwa kwabagqatswa alandelayo makasayinwe ngusihlalo webhunga lolawulo:**

(a) **Imizuzu yokwenziwa koluhlu olufutshane**
(b) **Imizuzu yodliwano-ndlebe**
(c) **linkqubo zokuvunywa ngokusemthethweni kwabagqatswa abatyunjelwe ukuba bangaqeshwa.**

7.2 Imizuzu yoluhlu olufutshane mayiquke izizathu ngomenzi-sicelo ngamnye zokuba kungani na umenzi-sicelo engafakwanga kuluhlu olufutshane lwabatyunjelwe isithuba. Makuqhotyoshelwe amaxwebhu e-*score sheets.*

7.3 Imizuzu yodliwano-ndlebe mayiqulathe izizathu ngomenzi-sicelo ngamnye ezimalunga nokuba kungani na umenzi-sicelo owayenziwe udliwano-ndlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-*score sheets.*

7.4 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu kwisithuba, i*WCED* liyayiqonda ukuba ukuthotyelwa kwalo mgqaliselo akuyi kusoloko kusenzeka. Kwimeko apho kutyunjwe igama elinye okanye amabini, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukeneyo, nekufuneka isayinwe ngusihlalo webhunga lolawulo, malunga nokuba kungani na kungatyunjwanga amagama abatyunjwa abathathu.

7.5 Inkcazelo yendlela yokuziphatha ngokusulungekileyo, njengoko icacisiwe kumhlathi 1.34.2 woMmiselo *woMyalelo woLawulo noPhuhliso lweZibonelelo zaBasebenzi oMgaqo ngenjongo yoKwenziwa luQilima kweKhona kwezasebuRhulumenteni*, ka2024, uyikhrayitheriya enyanzelekileyo eyenzelwe iinkqubo zokugaywa nokukhethwa kwabasebenzi kuwo onke amanqanaba engqesho. Amabhunga olawulo ayacetyiswa aqinisekise ukuba kudliwanondlebe ayawubandakanya umbuzo ovavanya ukuthembeka komenzi-sicelo (ukuziphatha ngokusulungekileyo).

7.6 Amabhunga olawulo makaqinisekise ukuba inkqubo yokhetho ikhokelwa ziithagethi ze-*EE* ze*WCED* ukomeleza ukumelwa kweentlanga ngokulinganayo kwamaqela achaziweyo.

7.7 **Ukuba igama lomgqatswa otyunjiweyo alingqinelani neethagethi ze-*EE* ze*WCED*, makunikwe izizathu ezixhasayo ezithethelela ukubandakanywa komgqatswa apho ukuqeshwa komgqatswa kungayithobeliyo imigaqo yokumelwa kwawo onke amaqela.**

8. IMBALELWANO

8.1 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane.

8.2 Abenzi-sicelo baya kwaziswa ngokufanelekileyo ngokuba, ukuba abafumananga saziso sokuqeshwa kwabo zingadlulanga iinyanga ezintathu emva komhla wokuvala, mabakwamkele ukuba isicelo sabo (izicelo zabo) asibanga yimpumelelo.