



## ISANDULELA SOLUHLU LWEZITHUBA 2 ZENKONZO KARHULUMENTE EZIKUMAZIKO NGO-2026

ISebe leMfundo leNtshona Koloni (iSebe i-WCED) likhuthaza yaye lisebenzisa imigaqo yoBulungisa kwezeNgqesho (*Employment Equity (EE)*) 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 beSebe i-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 2 lweZithuba lowama-2026 luqulethe izibhengezo zezithuba zenkonzo karhulumente ezikumaziko.
- 1.2 Luxanduva lwenqununu ukuqinisekisa ukuba **abasebenzi nebhunga lolawulo lesikolo** banolwazi ngokupheleleyo ngokuqulethwe kwesi sandulela. Makwenziwe iikopi zaso yaye zisasazwe.
- 1.3 **Nawuphi umbuzo ngesithuba somsebenzi esipapashiweyo kolu luhlu lwezithuba mawubhekiswe kwisikolo esichaphazelekayo esipapashe isithuba eso.**
- 1.4 **Inombolo yesibhengezo** sesithuba mayibhalwe kuyo yonke imbalelwano.
- 1.5 **Ukupapashwa kwesaziso sesithuba akuthethi kuthi ukuzaliswa kwaso kuya kugunyaziswa liSebe i-WCED. Lilungelo leSebe i-WCED ukuthatha nasiphi na isithuba ekungafakwanga mntu kuso njengesihlatyiweyo.**
- 1.6 Umhla wokuqeshwa kwezi zithuba zengqesho kolu luhlu lwezithuba uya kumiselwa liSebe i-WCED.

1.7 Abathathi-nxaxheba mabaqaphele umhla **we-28 Agasti 2026** wenzelwe ukuba amabhunga olawulo/izikolo zingenise amagama abagqatswa abatyunjiweyo kwiSebe i-WCED. Ukuba kunokwenzeka bangakwazi ukungenisa amagama abagqatswa abatyunjiweyo ungadlulanga lo mhla, umhla owongezelelweyo wokungenisa amagama abagqatswa abatyunjiweyo mawucelwe ngembalelwano ukulungiselela ukuvunywa kwawo. Abathathi-nxaxheba baya kubanako ukuwangenisa la magama abagqatswa abatyunjiweyo kude kube **ngowe-30 Novemba 2026** (umhla wokuvalwa koluhlu lwezithuba - wokungenisa amagama abagqatswa abatyunjiweyo angangeniswanga ngexesha). Ukuba ubani usilele ukwenza oku kuya kukhokelela ekubeni isithuba somsebenzi sibhengezwe kwakhona kuluhlu lwezithuba ezikhoyo olulandelayo.

## 2. IZICELO

2.1 Izicelo mazenziwe kusetyenziswa i-eRecruitment System. Le sistim isebenza ngokungena kwiziko lewebhu yaye inokufunyanwa ngokungena kule linki: <https://www.westerncape.gov.za/education> (Klikha ku-"Vacancies" kwi-home page kwiziko lewebhu ukungena kwisistim).

2.2 Ngokusekelwe kwinkcazelo efunyenwe kubasebenzisi bekhompyutha, iSebe i-WCED liqalise ukuyiphucula i-e-Recruitment system, ngokukodwa kumacandelo e-"Employment History" and "Experience" set fields. Abenzi-sicelo mabaqinisekise ukuba bafunda isikhokelo "i-Applicant online user guide" esifumaneka kwi-e-Recruitment System landing page ngokumalunga noku phambi kokuba bafake izicelo kwizithuba.

2.3 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba bayifakile xa bebhalisa kwisistim. Isistim iya kubanika inombolo eyodwa (*unique identification number*) abenzi-sicelo abangenazo iinombolo zePESALI.

2.4 Isistim ixhomekeke kubenzi-sicelo abafaka iinkcukacha zabo kwikhompyutha phambi kokuba bafake izicelo zezithuba ukwenzela ukuba isistim ivelise iSivi (*curriculum vitae (CV)*) yomenzi-sicelo.

2.5 IiSivi zigcinwa kwikhompyutha yaye zinoku-edithwa kwikhompyutha (*edited online*).

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

2.7 Abenzi-sicelo mabaqinisekise ukuba ikhontenti yeSivi eveliswe yisistim iyahambelana **neemfuno ezimiselweyo zokuqeshwa ezizezona zisezantsi**

njengoko zikwisibhengezo sesithuba. Mabakuqinisekise nokuklikha **kwinombolo yesithuba echanekileyo (correct advertisement number)** xa besenza isicelo sesithuba kwikhompyutha.

2.8 **ISebe 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 (*generate*) ileta (i-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 (*relevant evaluation certificate*) esivela kwi-South African Qualifications Authority.

2.12 Umhla nexesha lokuvalwa kokwamkelwa kwezicelo **ngu-24:00 (ezinzulwini zobusuku) ngowe-26 Juni 2026.** ISebe i-WCED 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, 1996 (Act 84 of 1996), 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, o.k.t. umenzi-sicelo ochaphazelekayo ebenokubakuso, ukuba siphumelele isicelo, uya kuvuma ukutshintshelwa kwenye indawo (*horizontal transfer*).

3.3 Umhla wokuqeshwa kwezi zithuba zengqesho uya kumiselwa liSebe i-WCED.

### 4. **INKQUBO YOKHETHO**

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

4.2 ISebe 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 (ID)**
- (b) Iikopi eziqinisekisiweyo (*certified copies*) zamaxwebhu amabanga emfundo, **zezatifikethi nezedi diploma nezidanga** (amaxwebhu entsusa (*originals*) akasayi kubuyiswa).
- (c) Ifom yebanki
- (d) Ifom yebhonasi
- (e) Ifom *Dots 360 form* (Ifom yokutshekisha ukungqinisisa iinkcukacha nesimo)
- (f) Ikopi eqinisekisiweyo yabo yokubhalisa **kwi-South African Revenue Service** ukwenzela iinjongo zerhafu yengeniso.
- (g) Ikopi eqinisekisiweyo ye-Rejista i-National Register for Sexual Offenders (NRSO) yabo yesatifikethi esivela kwiSebe i-Department of Justice and Constitutional Development (ukulungiselela iinkcukacha ezingaphezulu makufundwe umhlathi 6 ).

## 6. INKQUBO YOKUTSHEKISHWA KOKUFANELEKA KWABASEBENZI (PERSONNEL SUITABILITY CHECKS)

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 (Department of Public Service and Administration) ezibandakanya ukungqinisiswa kwamabanga emfundo, ukutshekishwa kweerekhodi zolwaphulo-mthetho, ukutshekishwa kobumi (*citizenship*), ukungqinisiswa kwemiba yemali-mboleko nee-akhawunti zakho (*credit verification*) neerekhodi zeendlela abahlawula ngayo amatyala.

6.2.1 Ngaphezu koko, makuqatshelwe ukuba uMongameli waseMzantsi Afrika uwuvumile uMthetho i-Criminal Law (Sexual Offences and Related Matters) Amendment Act Amendment Act, 2021 (uMthetho 13 ka-2021), ukomeleza inkqubo yokupheliswa kobundlobongela obusekelwe kwisini, phakathi kwezinye izinto, ngowe-28 Januwari 2022. Ngokusekelwe kwezi zilungiso zivunyiweyo, iSebe i-WCED libambisene neSebe i-Department of Justice and Constitutional Development neSebe i-Department of Social Development (DSD), liqalisa inkqubo **yokuqinisekisa ukuba ONKE amagosa aqeshwa ngokwenkqubo yokugaya nokukhetha abasebenzi, amagosa asele esenkonzweni, kwakunye nabanye abantu abadibana nabafundi, zitshekishiwe yaye zangqinisiswa iinkcukacha zabo kuthelakiswa neRejista i-NRSO ne-National Child Protection Register (NCPR).**

6.3 Ukuze kubanjelwe mbo kwezi mfuno zimiselweyo, abagqatswa bayanyanzeleka ukuba bazalise i-Form 8 (J739). I-Form 8 (J739) eyintsusa, ehamba ne-SAPS 69i kunye nekopi eqinisekisiweyo ye-ID yabo mazingeniswe kwaNdlunkulu ngokuqala kugqithwe kwi-ofisi yesithili echaphazelekayo kusetyenziswa inkqubo emiselweyo.

6.4 **Njengexalenye yale nkqubo ingentla, iCandelo lokuGaya nokuKhetha aBasebenzi, liya kwenza inkqubo yotshekisho lweenkcukacha eyimfuneko lithlekisa neRejista i-NCPR** ngokuqala ligqithe kwiSebe i-Department of Social Development. Ukungeniswa kwesicelo sesithuba esipapashiweyo kulinika iSebe i-WCED ngokuzenzekelayo, imvume yokwenza inkqubo yotshekisho ngokuqala ligqithe kwiSebe i-Department of Social Development.

## 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 (ratification of processes) 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 mayiquathe 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, iSebe i-WCED liyayiqonda ukuba ukuthotyelwa kwalo mgqaliselo akuyi kusoloko kusenzeka. Kwimeko apho kutyunjwe igama elinye okanye amabini, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukeneyo (*separate motivation*), nekufuneka isayinwe ngusihlalo webhunga lolawulo, malunga nokuba kungani na kungatyunjwanga amagama abatyunjwa abathathu.

7.5 Inkcazelo yendlela yokuziphatha ngokusulungekileyo (*ethical conduct*), njengoko icacisiwe kumhlathi 1.34.2 woMmiselo woMgaqo i-Directive on Human Resources Management and Development for Public Service Professionalisation, 2024, 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 zeSebe i-WCED ukomeleza ukumelwa kweentlanga ngokulinganayo kwamaqela achaziweyo.

7.7 **Ukuba igama lomgqatswa otyunjiweyo alingqinelani neethagethi ze-EE zeSebe i-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/azibanga yimpumelelo.